ECOMP For Supervisors

ECOMP

This training will provide supervisors with the steps necessary to review OSHA-301 forms and CA-1/CA-2 forms using the Department of Labor application ECOMP.

ECOMP

- ECOMP is a Department of Labor application that will allow DOD to file OSHA-301, CA-1, CA-2, and CA-7 forms electronically.
- ECOMP will be replacing the current EDI method DOD uses to file claims electronically.
- This switch will affect employees, supervisors, injury comp specialists, and safety personnel.

ECOMP

- As a supervisor you will see two main changes.
  - The current EDI system requires the employee and supervisor to sit down and file the claim together. ECOMP will allow the employee to fill out their portion of the claim form from any computer with internet access and then send it to their supervisor for further processing. Employee and supervisor no longer have to fill out the claim form together.

ECOMP

- As a supervisor you will see two main changes.
  - National Guard has elected ECOMP to enable the application for filing OSHA 301 forms. The employee is *required* to fill out the OSHA-301 form *first* and submitted it *before* they are permitted to file a CA-1 or CA-2 form. If an employee submits an OSHA-301 the supervisor will need to provide certain information and submit the form to the appropriate Safety personnel.

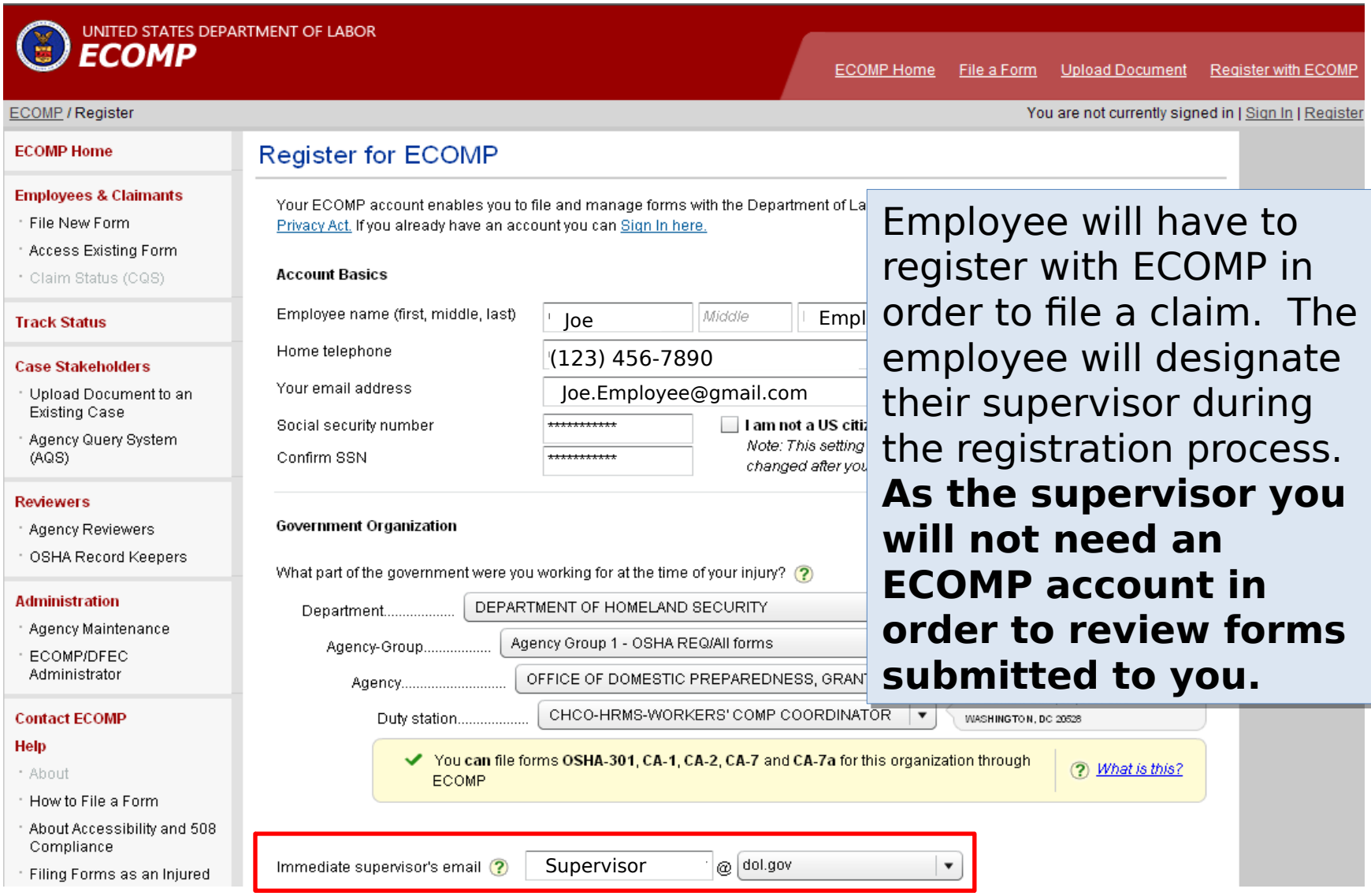
ECOMP

- Processing of the OSHA-301 will not affect the processing of the CA-1 or CA-2 form. Once the employee submits the OSHA-301 form they can fill out the CA 1 or 2 form as necessary.
- The OSHA form has a separate routing process and will not delay or inhibit the processing or review of CA-1 or CA-2.

ECOMP

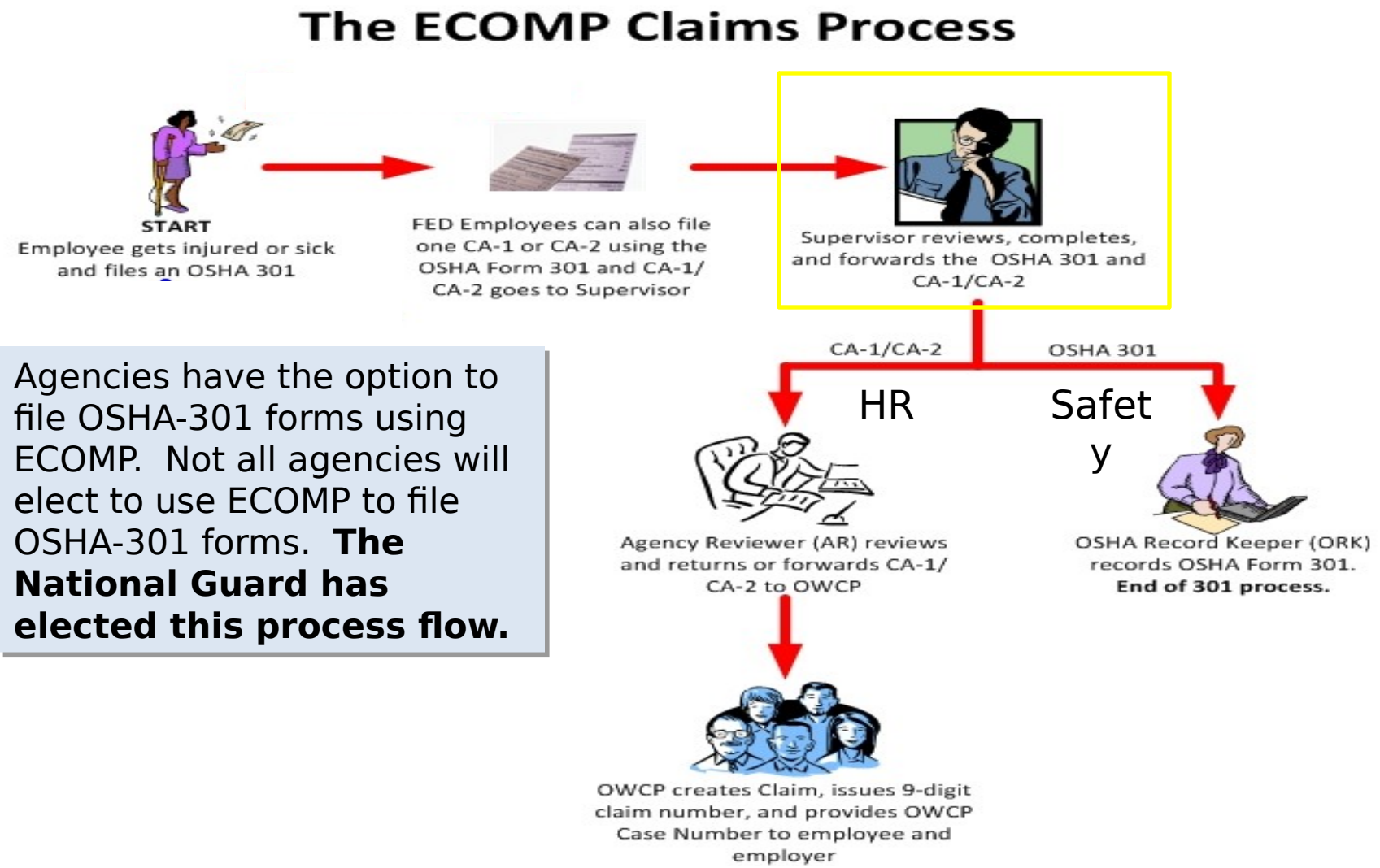
- The routing for the OSHA-301 and CA-1/CA-2 forms has been set up by the DOD ECOMP administrator. As the supervisor this will be invisible to you and you do not have to determine where the claims should be sent. This will already be set up within the application for you.

Employee Registration



Employee will have to register with ECOMP in order to file a claim. The employee will designate their supervisor during the registration process. **As the supervisor you will not need an ECOMP account in order to review forms submitted to you.**

ECOMP's Workflow


The ECOMP Claims Process
START
Employee gets injured or sick and files an OSHA 301
FED Employees can also file one CA-1 or CA-2 using the OSHA Form 301 and CA-1/ CA-2 goes to Supervisor
Supervisor reviews, completes, and forwards the OSHA 301 and CA-1/CA-2
CA-1/CA-2
OSHA 301
HR
Safety
Agency Reviewer (AR) reviews and returns or forwards CA-1/ CA-2 to OWCP
OSHA Record Keeper (ORK) records OSHA Form 301.
End of 301 process.
OWCP creates Claim, issues 9-digit claim number, and provides OWCP Case Number to employee and employer

Agencies have the option to file OSHA-301 forms using ECOMP. Not all agencies will elect to use ECOMP to file OSHA-301 forms. **The National Guard has elected this process flow.**

Filing an OSHA 301: Email to Supervisor

From: noreplyuat@ecomp.dol.gov
To: Revenaugh, Timothy G - OWCP
Cc:
Subject: ECOMP: ECN #104706 requires your review
Sent: Tue 11/27/2012 1:41 PM

An employee of the US government has identified you as his/her supervisor, and has requested that you review and complete an official government form. To access this form, click on this link:

https://www.training.ecomp.dol.gov/#lid=pktbzy0f4

ECN #:
- 104706

Form:
- OSHA301

Status:
- Pending review by Supervisor

Status Changed Date:
- 11/27/2012 01:40 PM

Responsible Organization:
- DEPARTMENT OF STATE
  - Other Agencies
    - BUREAU OF ADMINISTRATION
      - PER-ER-EP

Employee's Initials:
- G.R.

Date of Event:
- 11/27/2012

Date Filed:
- 11/27/2012 01:42 PM

If you believe you were sent this message in error, follow the above l

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Questions about this email, or ECOMP:
https://www.training.ecomp.dol.gov

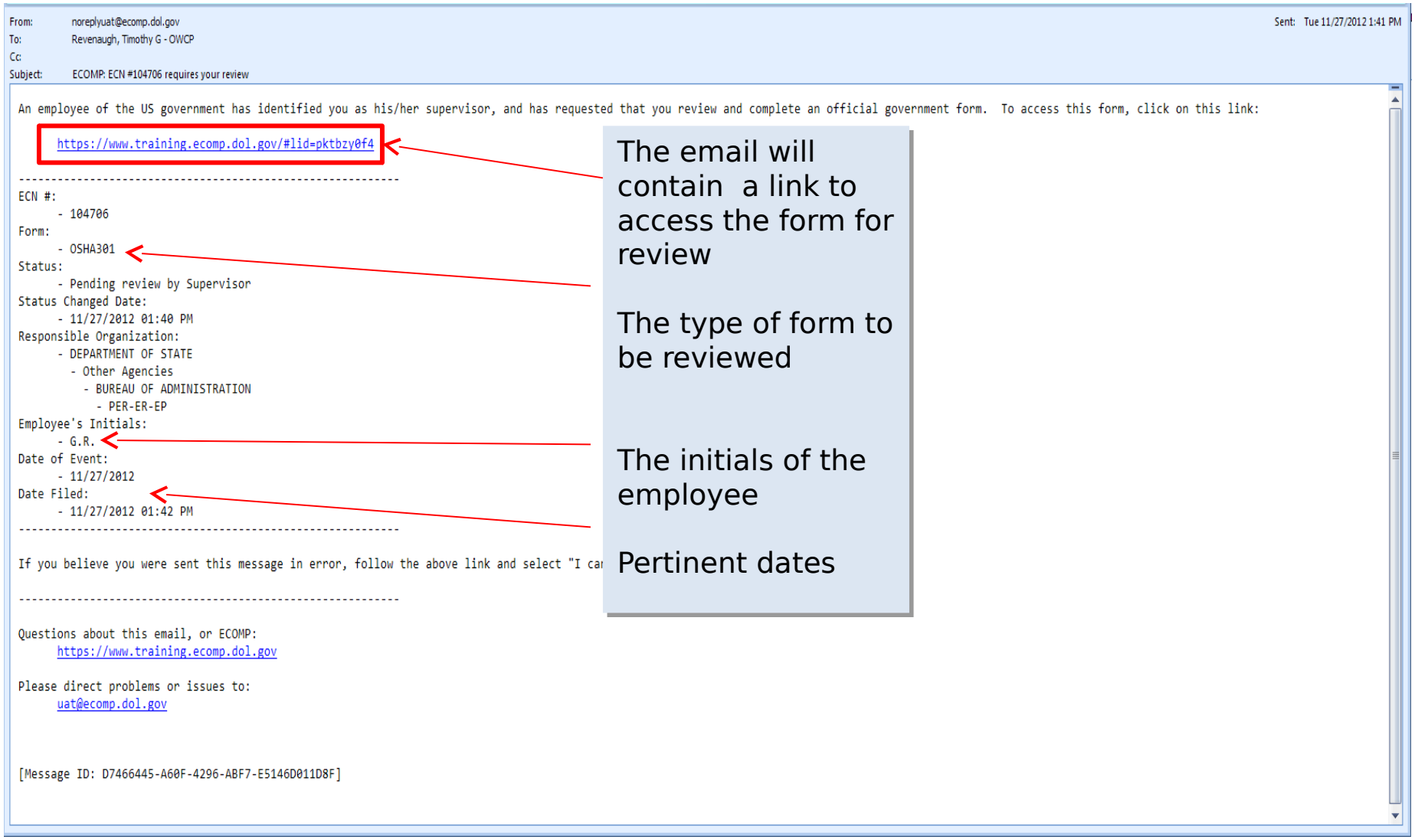
Please direct problems or issues to:
uat@ecomp.dol.gov

[Message ID: D7466445-A60F-4296-ABF7-E5146D011D8F]

If an employee files an OSHA-301 form in ECOMP, the supervisor associated with the employee's account will be sent an email alerting that supervisor to the fact that a form needs their review.

Reminder email notifications will be automatically sent to National Guard supervisors every two days.

Filing an OSHA 301: Email to Supervisor



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[Message ID: D7466445-A60F-4296-ABF7-E5146D011D8F]

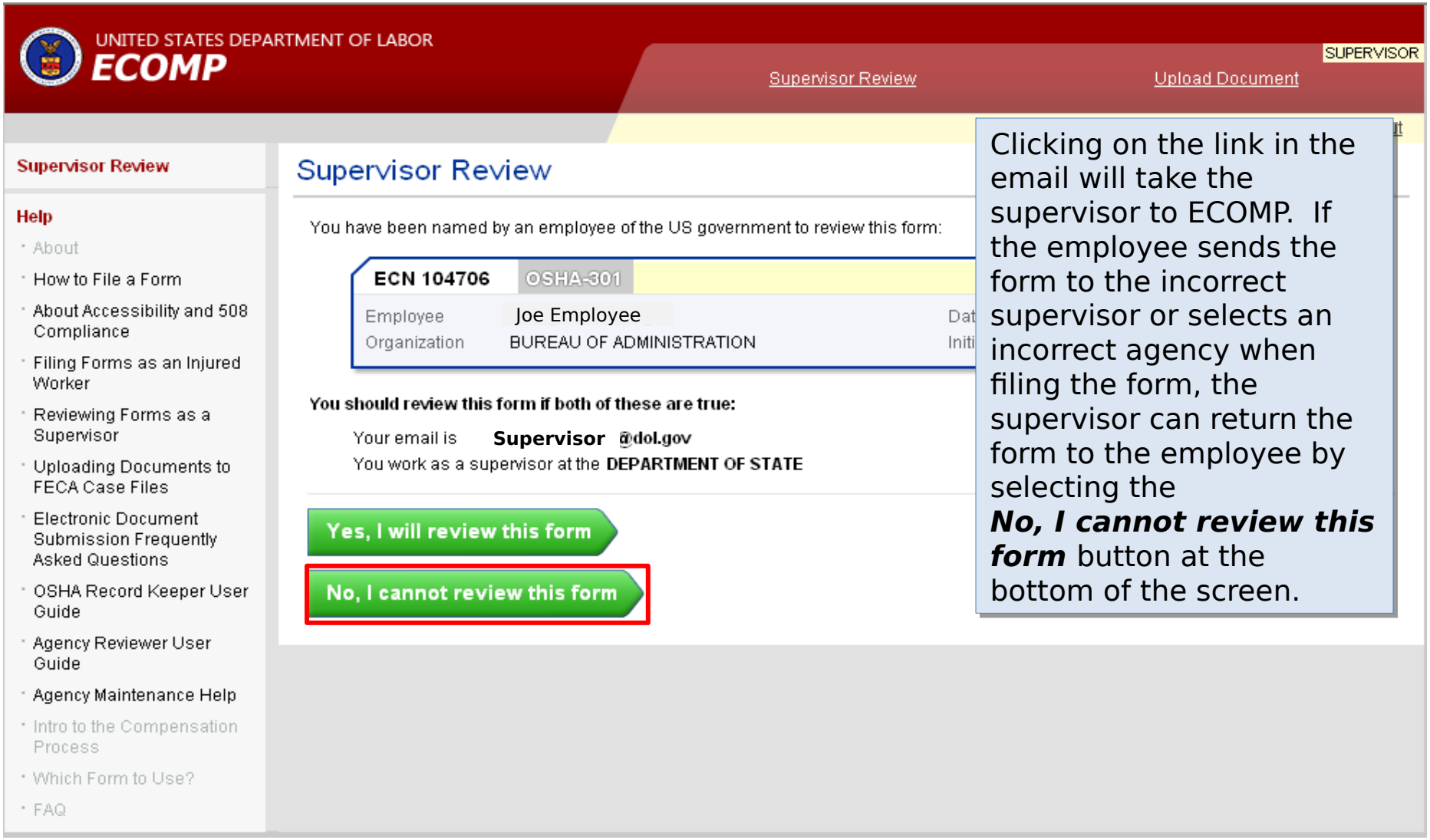
The email will contain a link to access the form for review

The type of form to be reviewed

The initials of the employee

Pertinent dates

Filing an OSHA 301 : Supervisor Portion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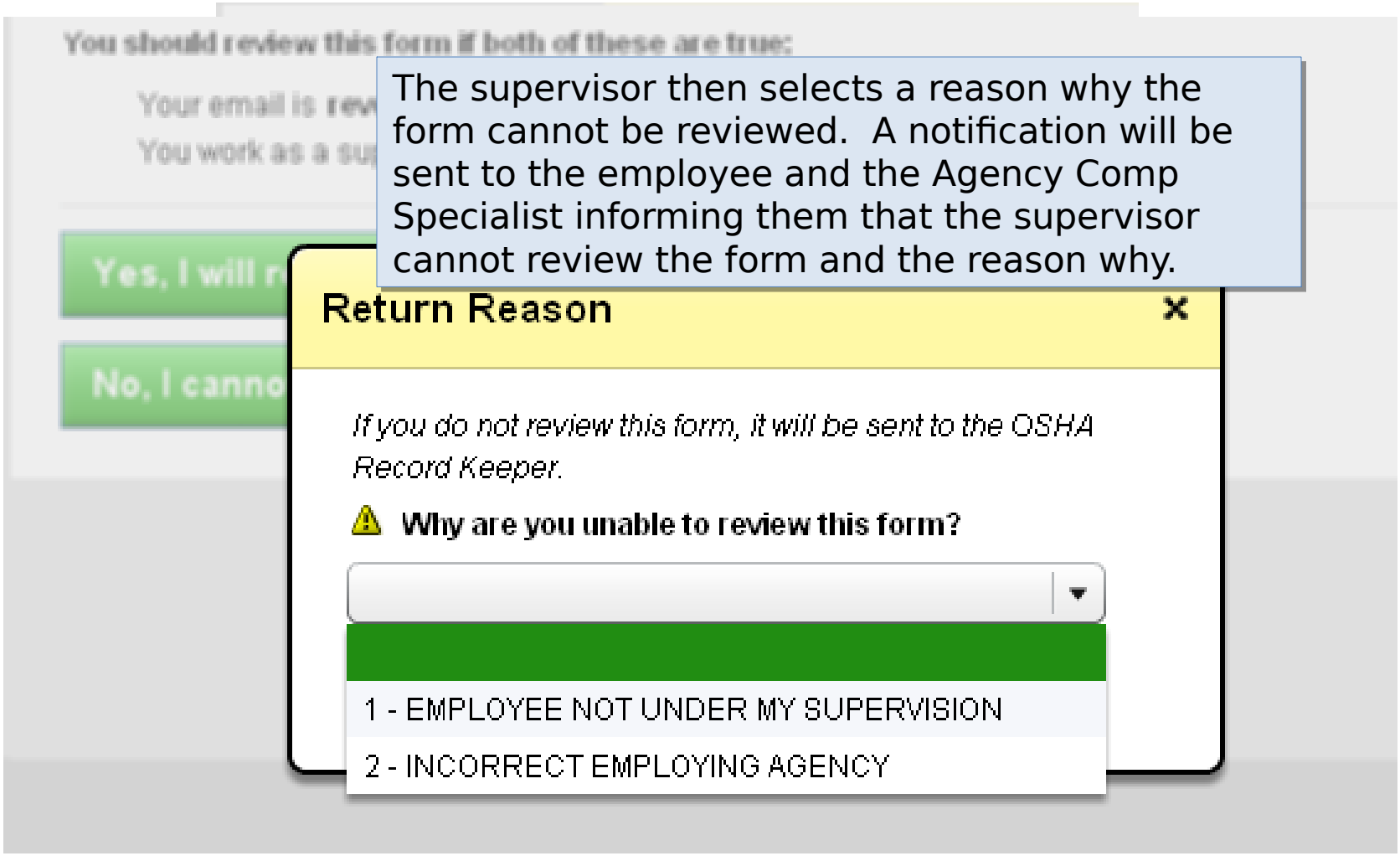
FAQ
Supervisor Review
You have been named by an employee of the US government to review this form:
ECN 104706
OSHA-301
Employee
Joe Employee
Organization
BUREAU OF ADMINISTRATION
You should review this form if both of these are true:
Your email is Supervisor @dol.gov
You work as a supervisor at the DEPARTMENT OF STATE
Yes, I will review this form
No, I cannot review this form

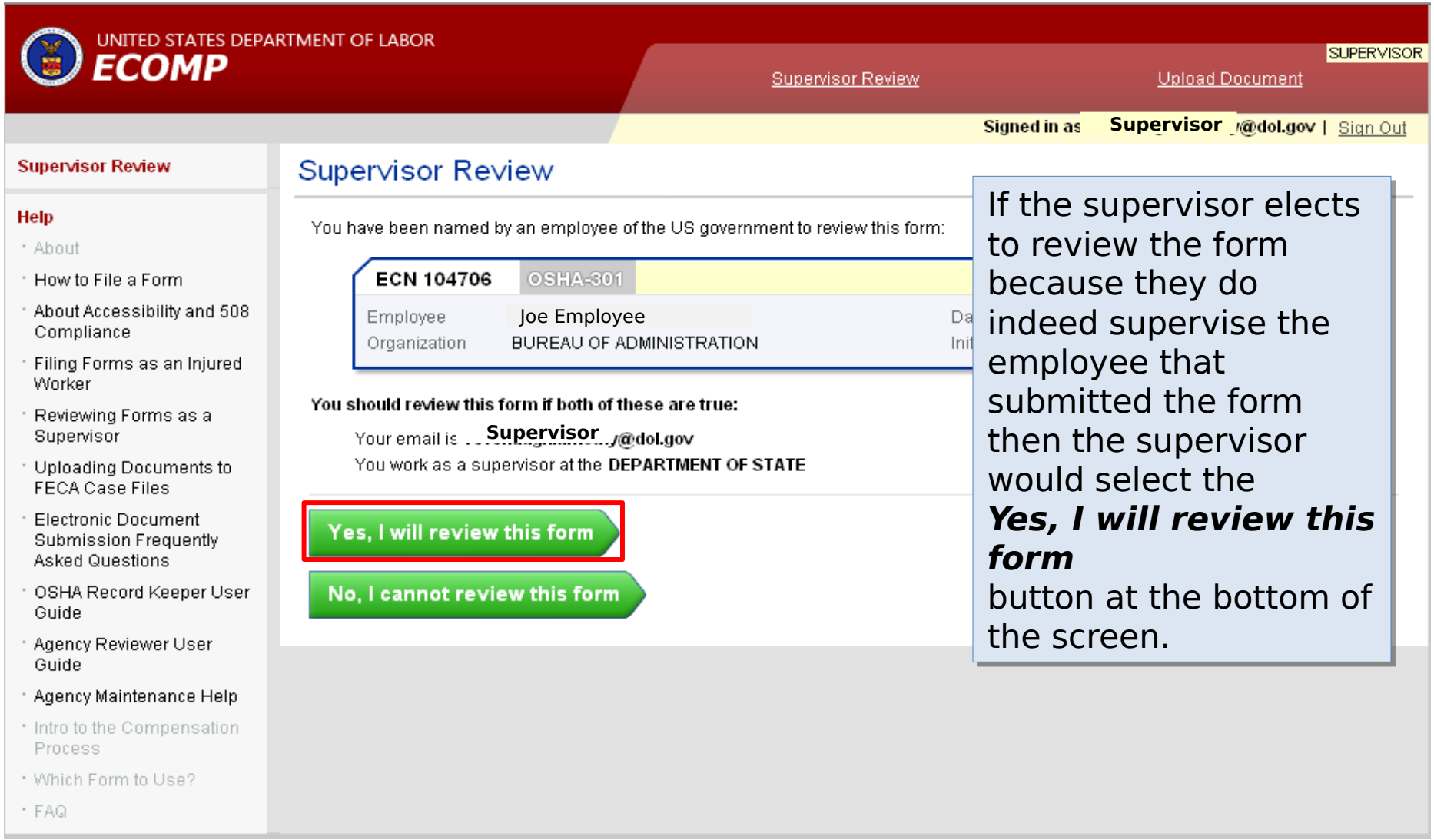
Clicking on the link in the email will take the supervisor to ECOMP. If the employee sends the form to the incorrect supervisor or selects an incorrect agency when filing the form, the supervisor can return the form to the employee by selecting the ***No, I cannot review this form*** button at the bottom of the screen.

Filing an OSHA 301 : Supervisor Portion


You should review this form if both of these are true:
Yes, I will r
No, I canno
Return Reason
If you do not review this form, it will be sent to the OSHA Record Keeper.
Why are you unable to review this form?
1 - EMPLOYEE NOT UNDER MY SUPERVISION
2 - INCORRECT EMPLOYING AGENCY

The supervisor then selects a reason why the form cannot be reviewed. A notification will be sent to the employee and the Agency Comp Specialist informing them that the supervisor cannot review the form and the reason why.

Filing an OSHA 301 : Supervisor Portion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Signed in as Supervisor /@dol.gov | Sign Out
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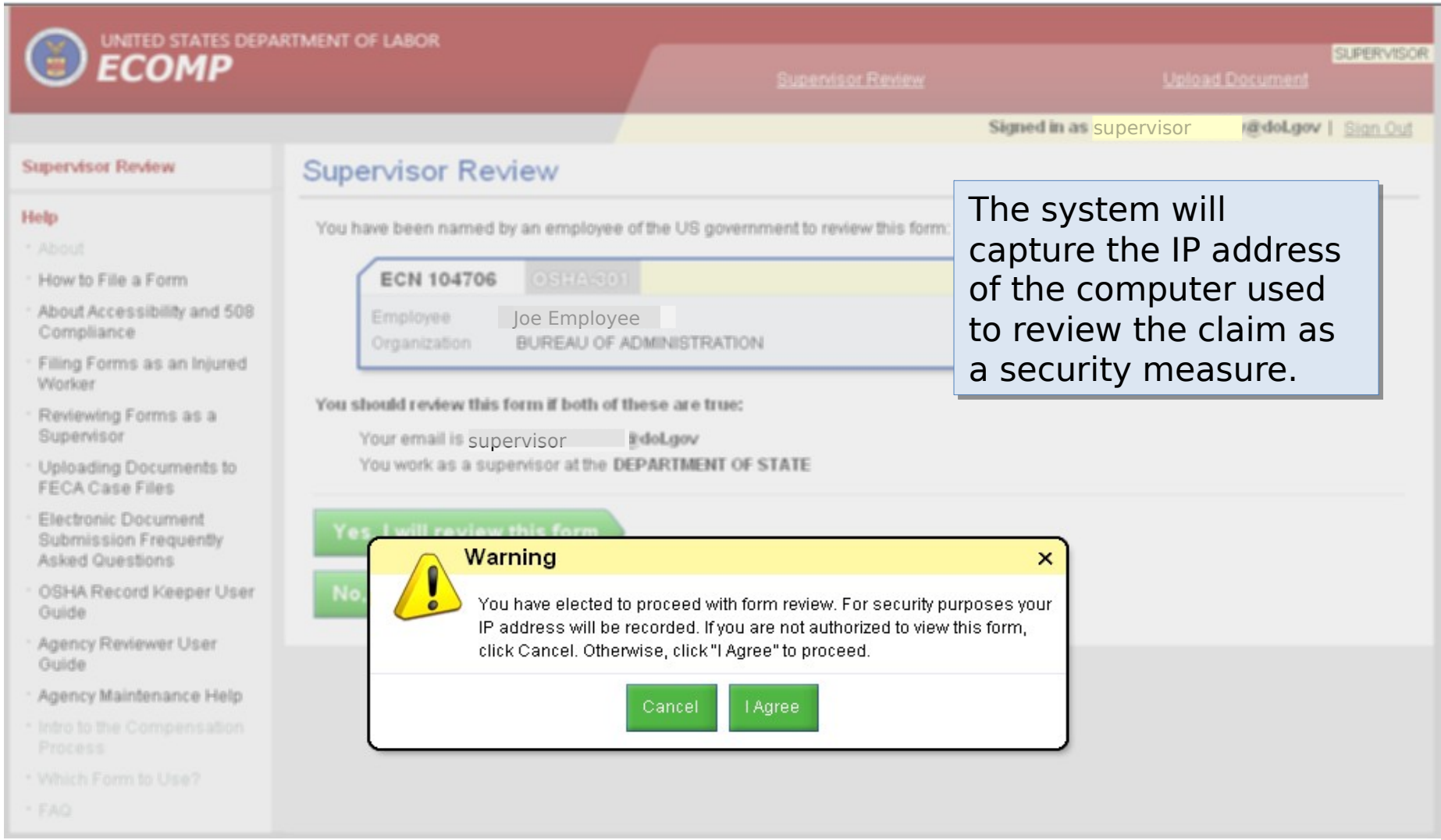
Filing an OSHA 301 : Supervisor Portion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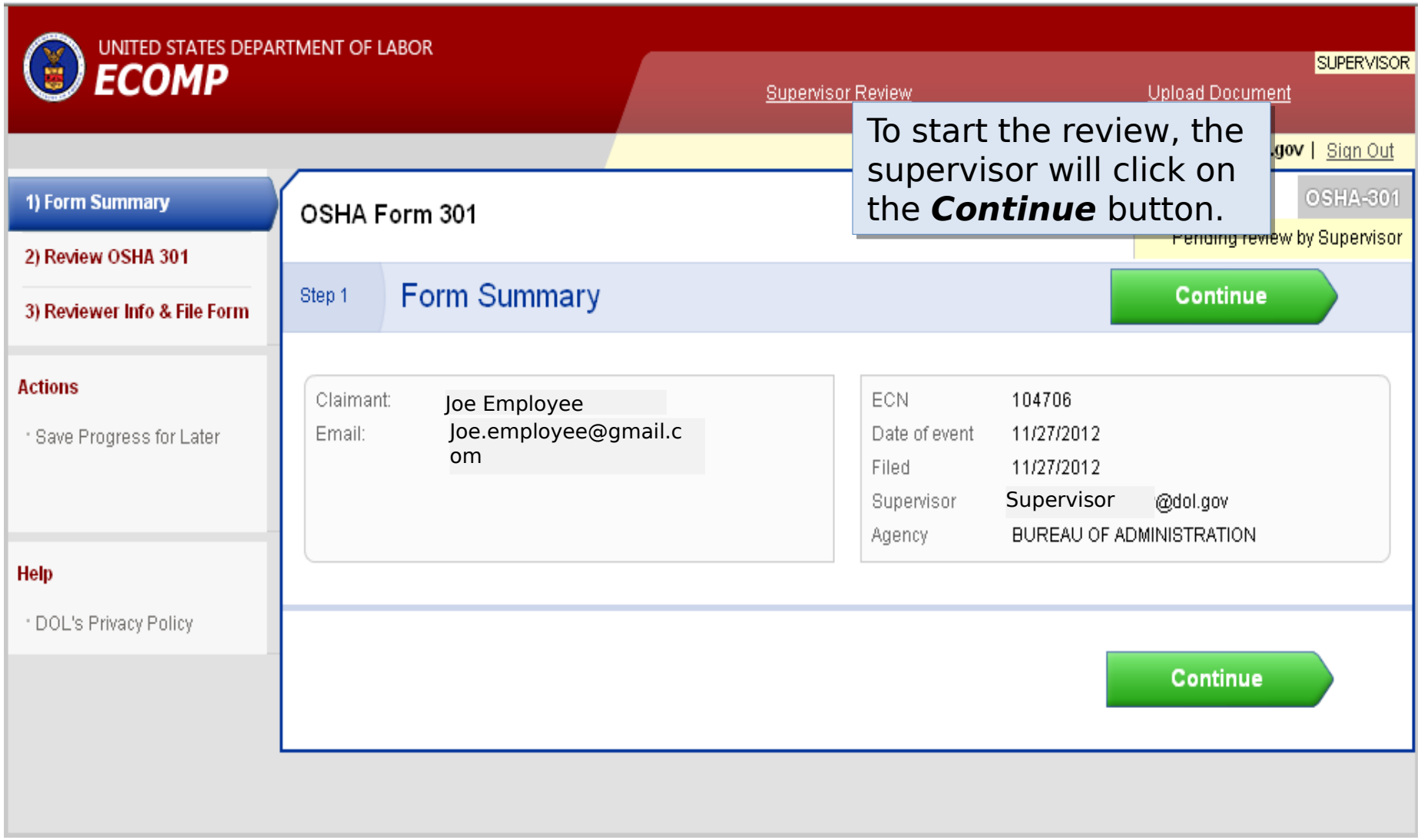
BUREAU OF ADMINISTRATION
You should review this form if both of these are true:
Your email is supervisor
You work as a supervisor at the DEPARTMENT OF STATE
Yes, I will review this form
No
Warning
You have elected to proceed with form review. For security purposes your IP address will be recorded. If you are not authorized to view this form, click Cancel. Otherwise, click "I Agree" to proceed.
Cancel
I Agree

The system will capture the IP address of the computer used to review the claim as a security measure.

Filing an OSHA 301 : Supervisor Portion



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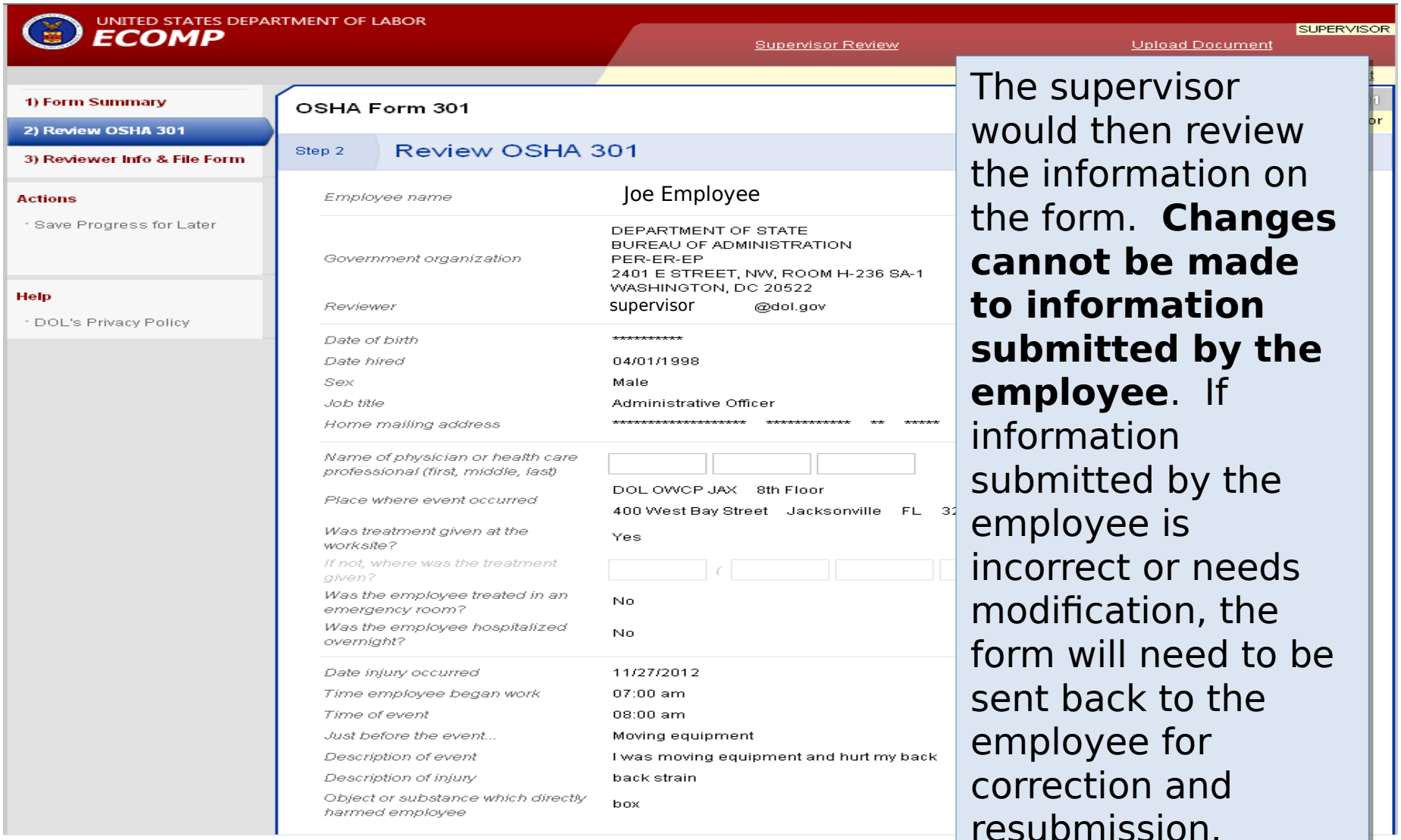
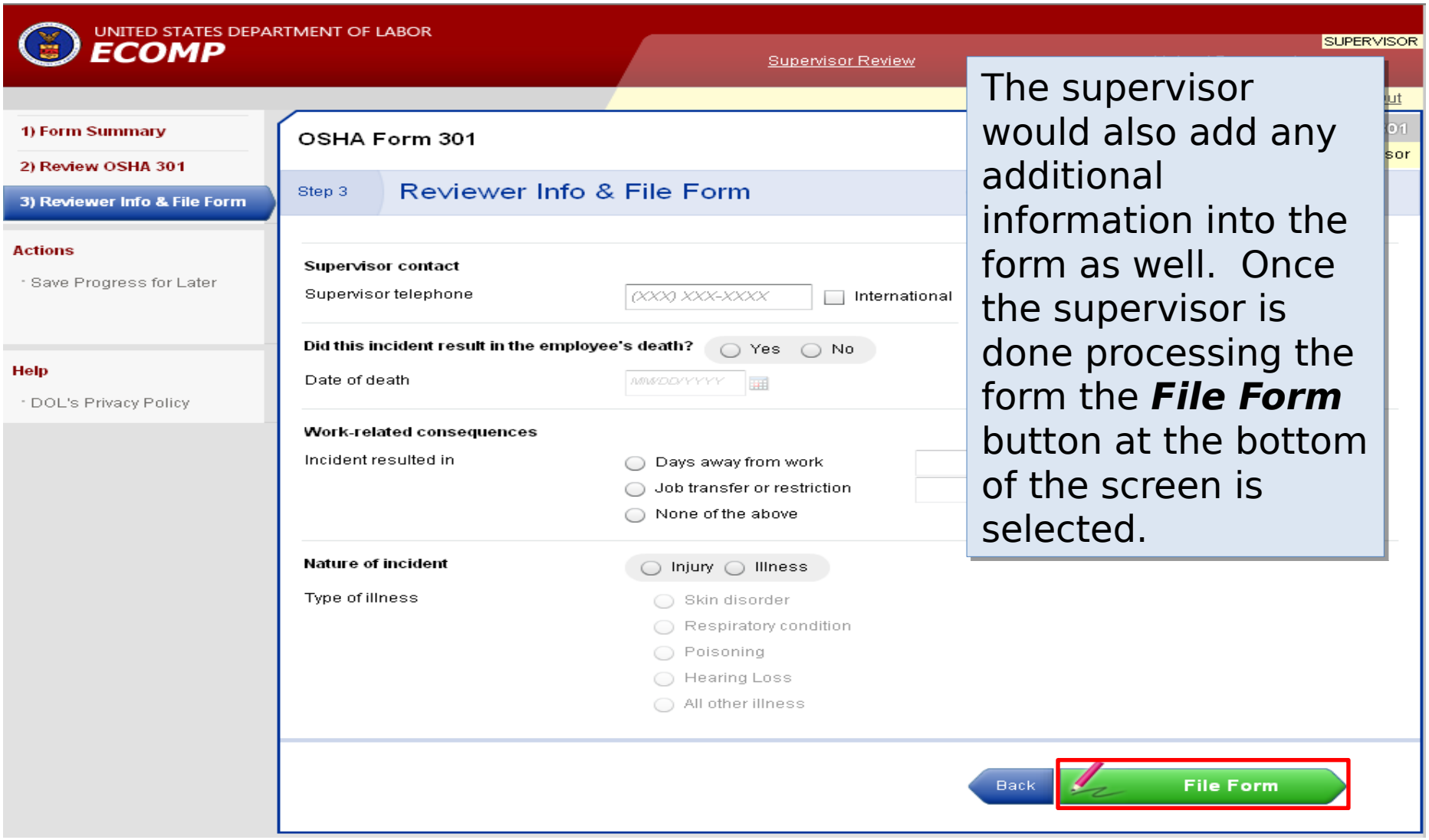


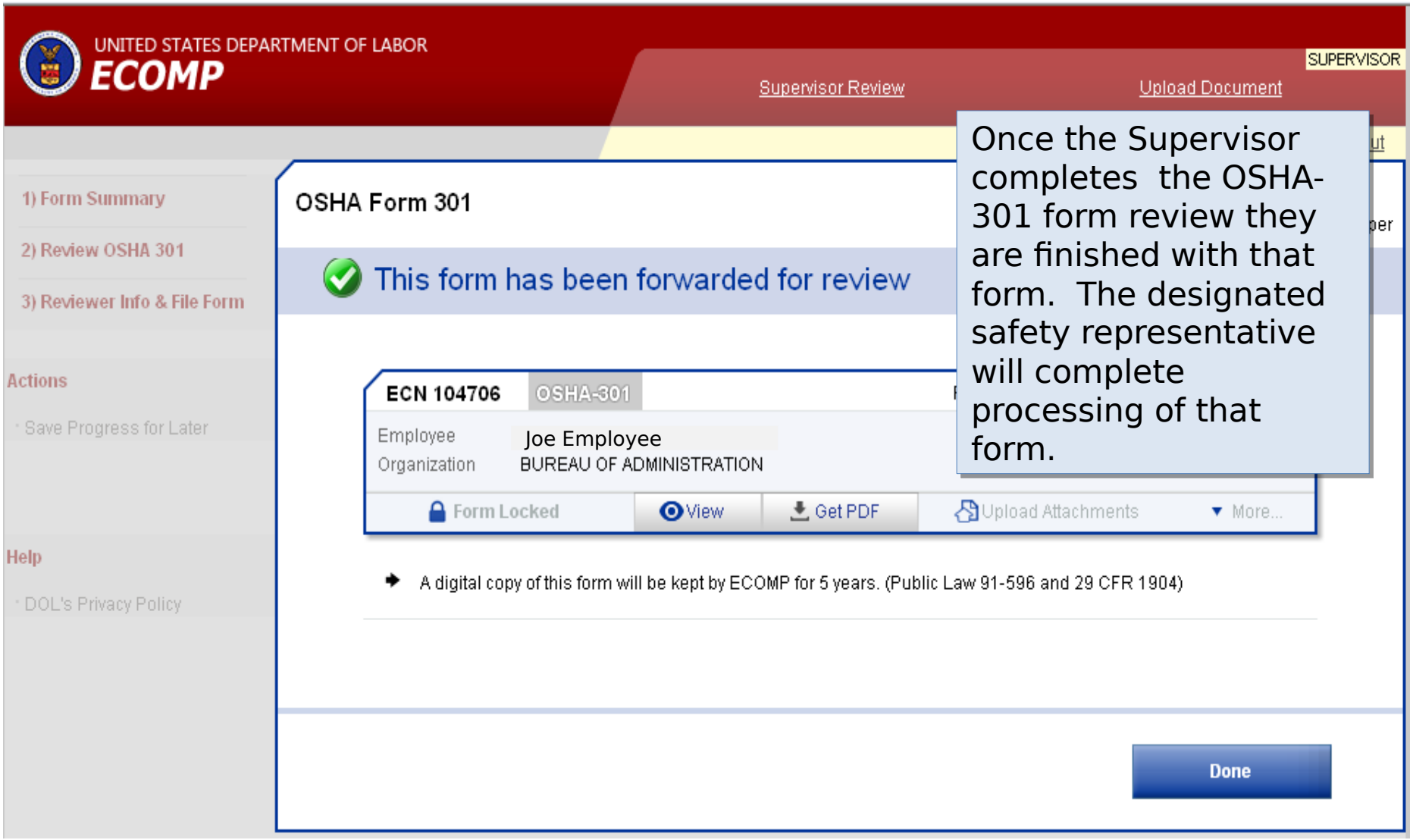
The supervisor would then review the information on the form. **Changes cannot be made to information submitted by the employee**. If information submitted by the employee is incorrect or needs modification, the form will need to be sent back to the employee for correction and resubmission.

Filing an OSHA 301 : Supervisor Portion



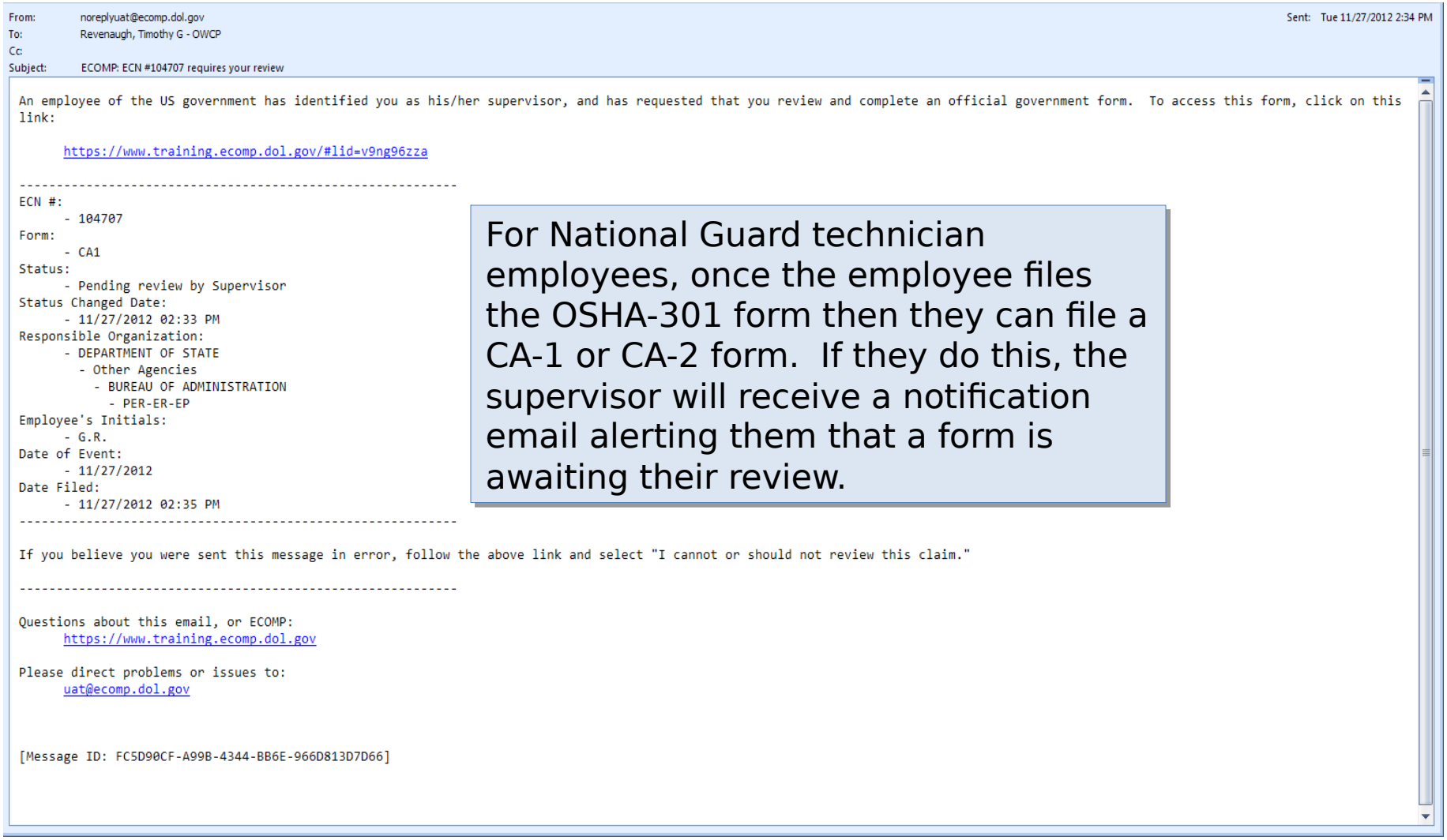
The supervisor would also add any additional information into the form as well. Once the supervisor is done processing the form the ***File Form*** button at the bottom of the screen is selected.

Filing an OSHA 301 : Supervisor Portion



Once the Supervisor completes the OSHA-301 form review they are finished with that form. The designated safety representative will complete processing of that form.

Filing a CA-1 or CA-2: Email to Supervisor



From: noreplyuat@ecomp.dol.gov
To: Revenaugh, Timothy G - OWCP
Cc:
Subject: ECOMP: ECN #104707 requires your review
Sent: Tue 11/27/2012 2:34 PM

An employee of the US government has identified you as his/her supervisor, and has requested that you review and complete an official government form. To access this form, click on this link:

https://www.training.ecomp.dol.gov/#lid=v9ng96zza

ECN #:
- 104707
Form:
- CA1
Status:
- Pending review by Supervisor
Status Changed Date:
- 11/27/2012 02:33 PM
Responsible Organization:
- DEPARTMENT OF STATE
  - Other Agencies
    - BUREAU OF ADMINISTRATION
      - PER-ER-EP
Employee's Initials:
- G.R.
Date of Event:
- 11/27/2012
Date Filed:
- 11/27/2012 02:35 PM

If you believe you were sent this message in error, follow the above link and select "I cannot or should not review this claim."

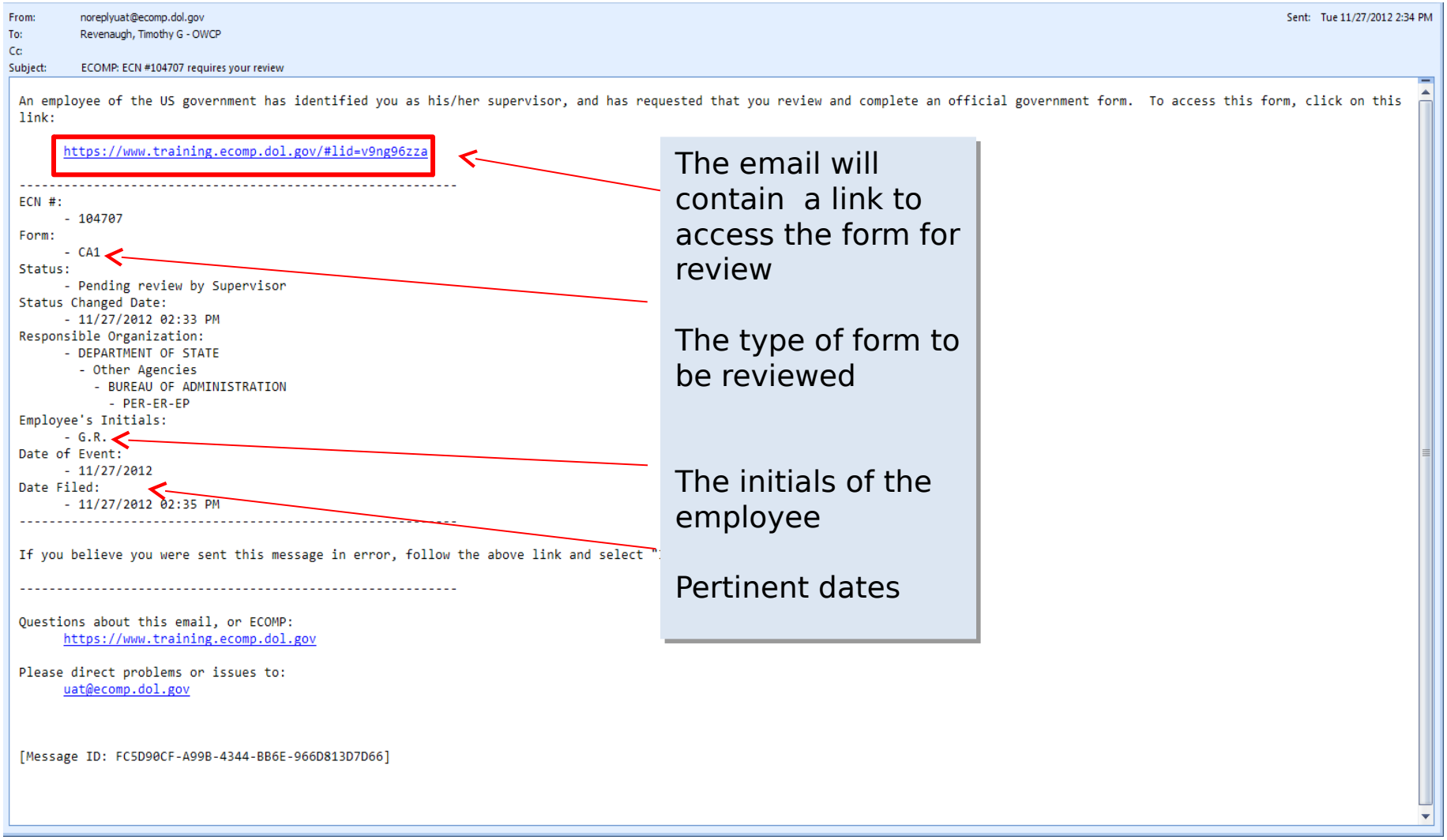
Questions about this email, or ECOMP:
https://www.training.ecomp.dol.gov

Please direct problems or issues to:
uat@ecomp.dol.gov

[Message ID: FC5D90CF-A99B-4344-BB6E-966D813D7D66]

For National Guard technician employees, once the employee files the OSHA-301 form then they can file a CA-1 or CA-2 form. If they do this, the supervisor will receive a notification email alerting them that a form is awaiting their review.

Filing a CA-1 or CA-2: Email to Supervisor



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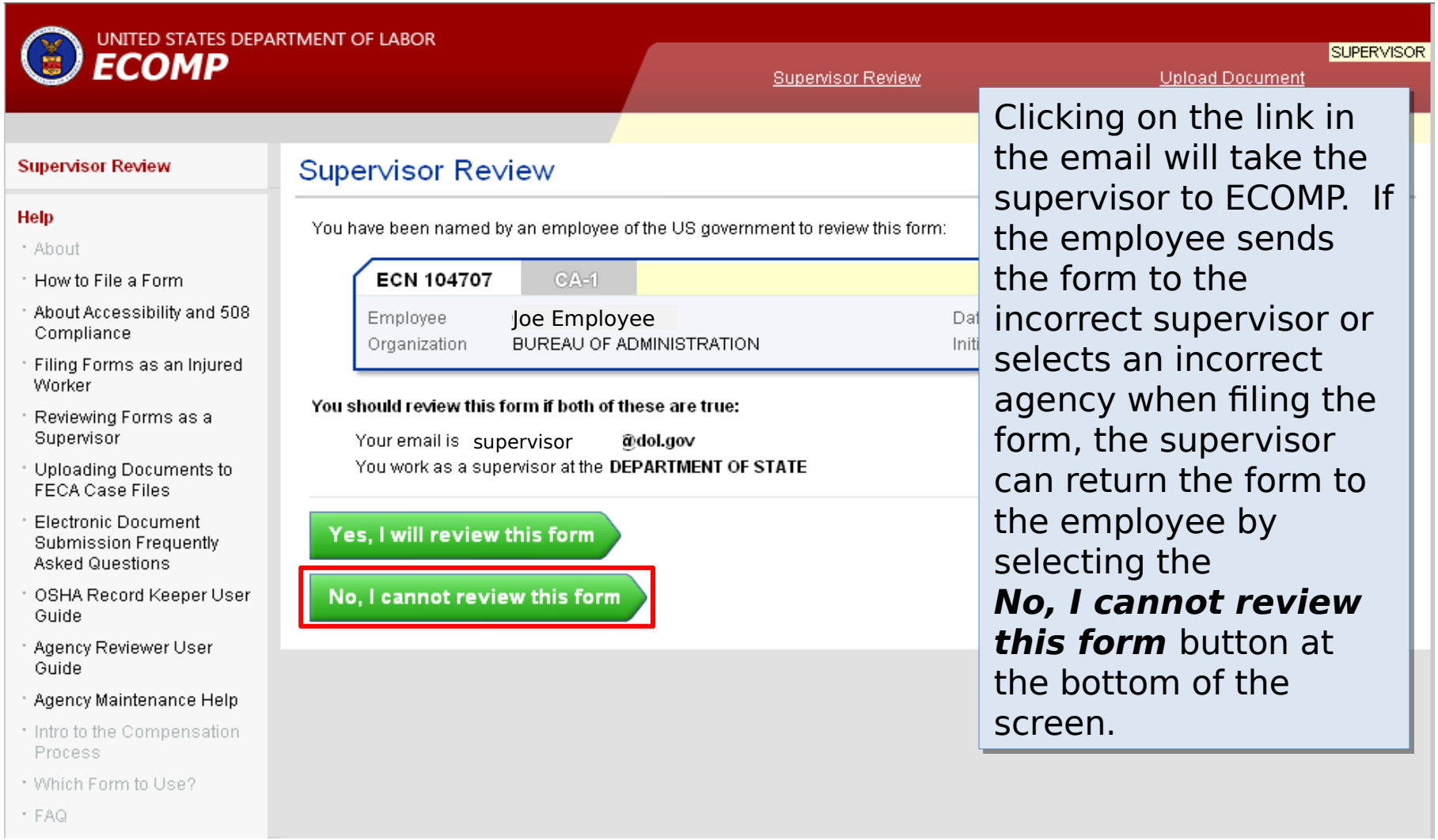
The email will contain a link to access the form for review

The type of form to be reviewed

The initials of the employee

Pertinent dates

Filing a CA-1 or CA-2: Supervisor Portion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CA-1
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Organization
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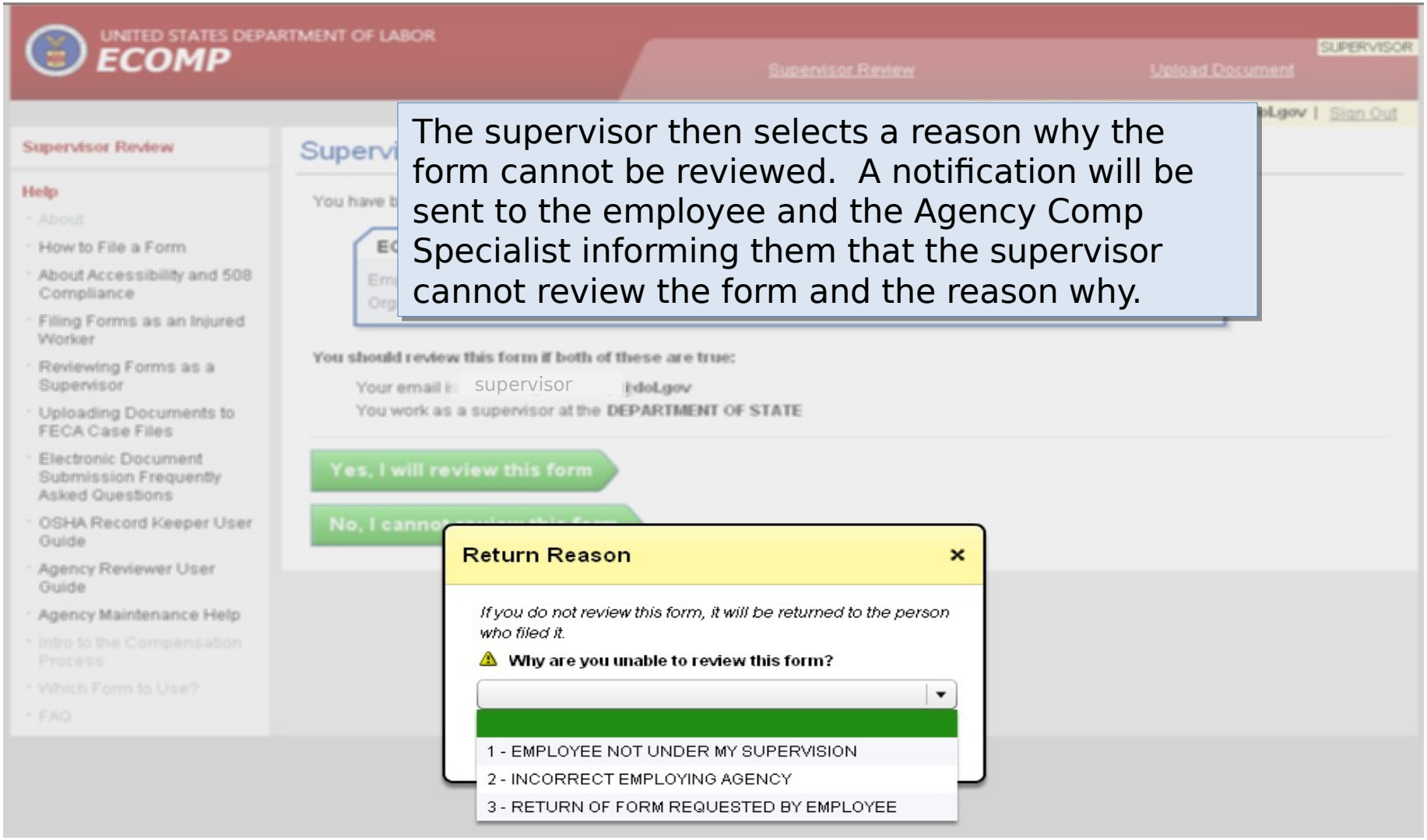
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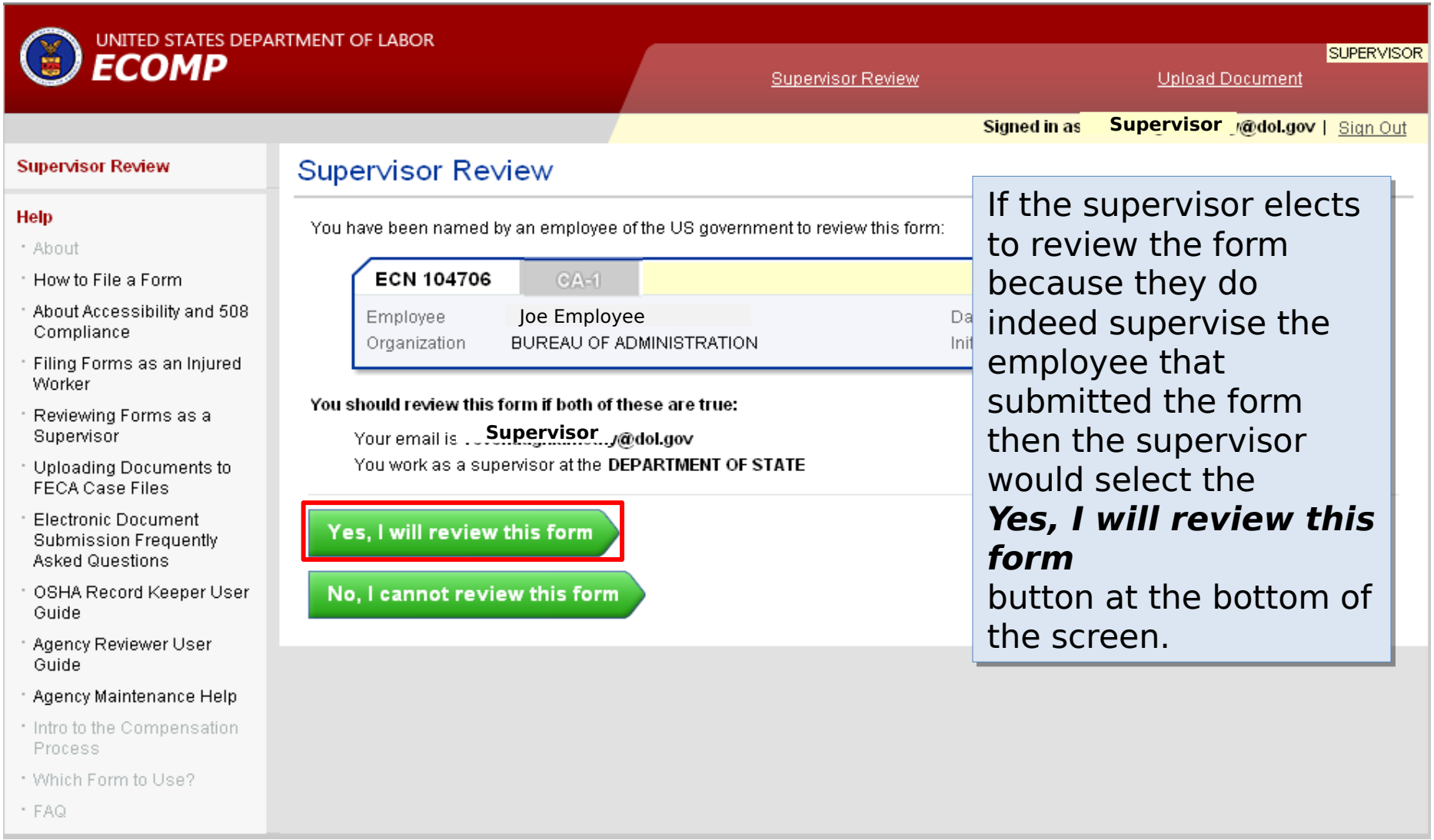
Why are you unable to review this form?
1 - EMPLOYEE NOT UNDER MY SUPERVISION
2 - INCORRECT EMPLOYING AGENCY
3 - RETURN OF FORM REQUESTED BY EMPLOYEE

The supervisor then selects a reason why the form cannot be reviewed. A notification will be sent to the employee and the Agency Comp Specialist informing them that the supervisor cannot review the form and the reason why.

Filing an OSHA 301 : Supervisor Portion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Organization BUREAU OF ADMINISTRATION
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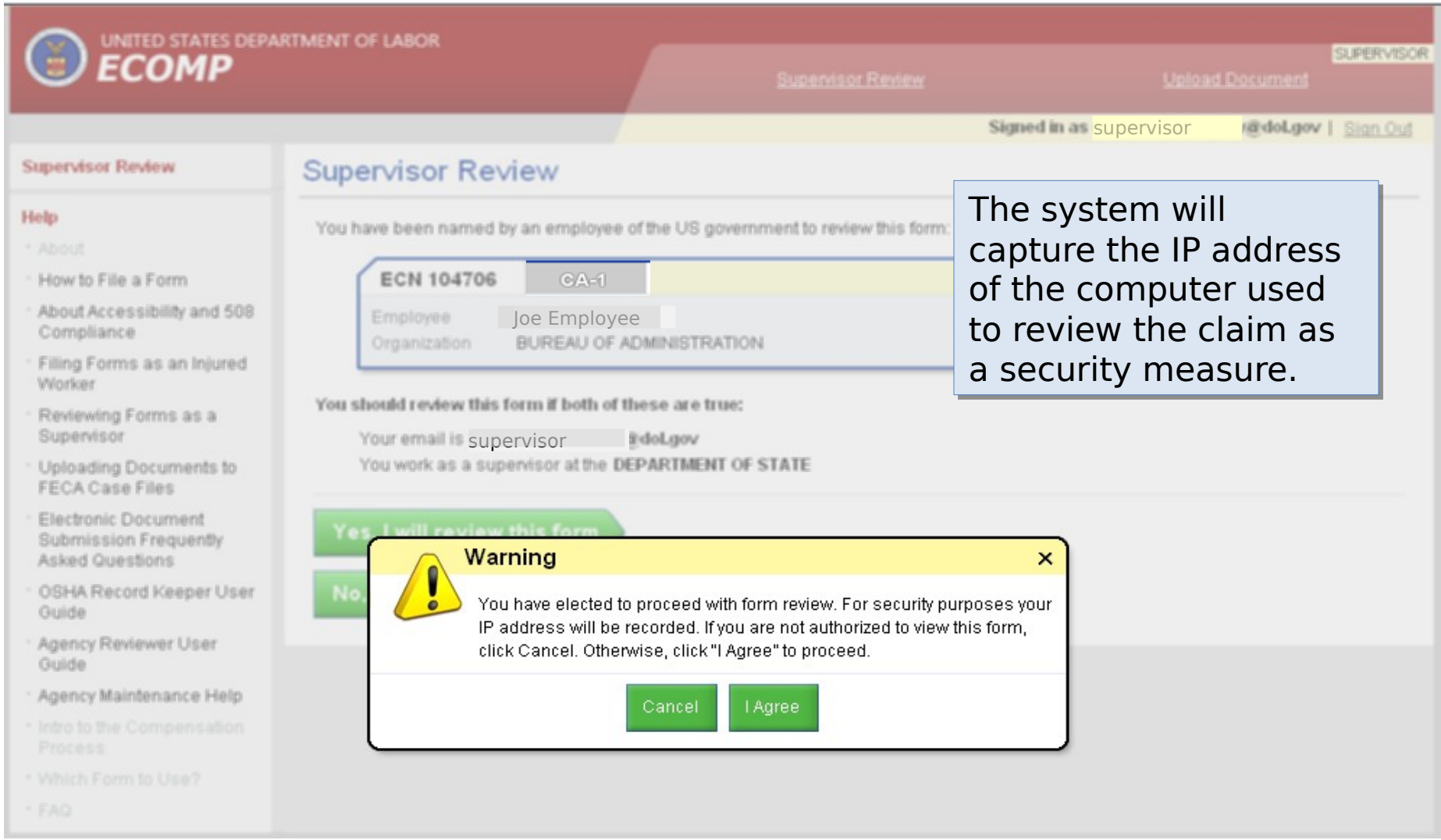
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Help
About
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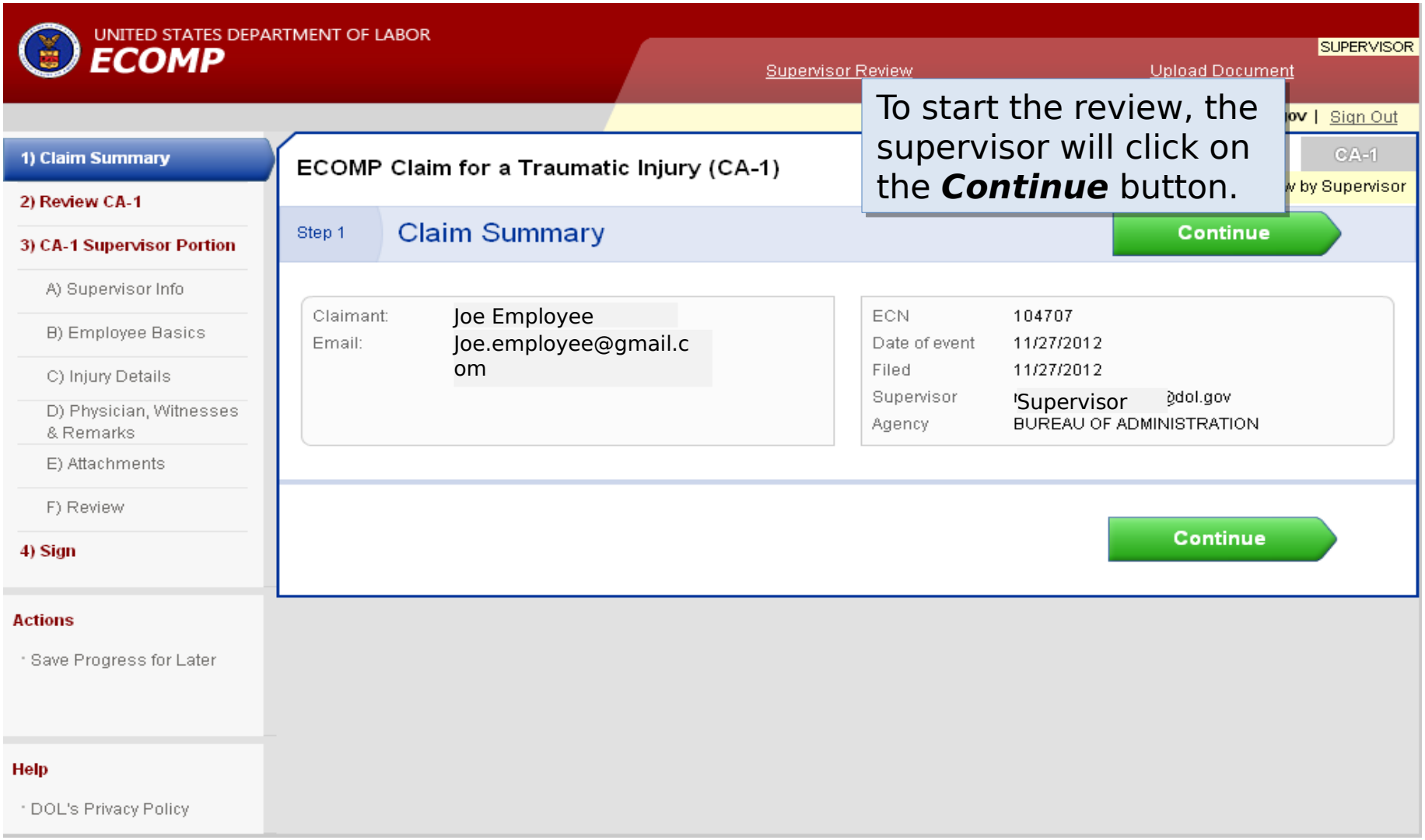

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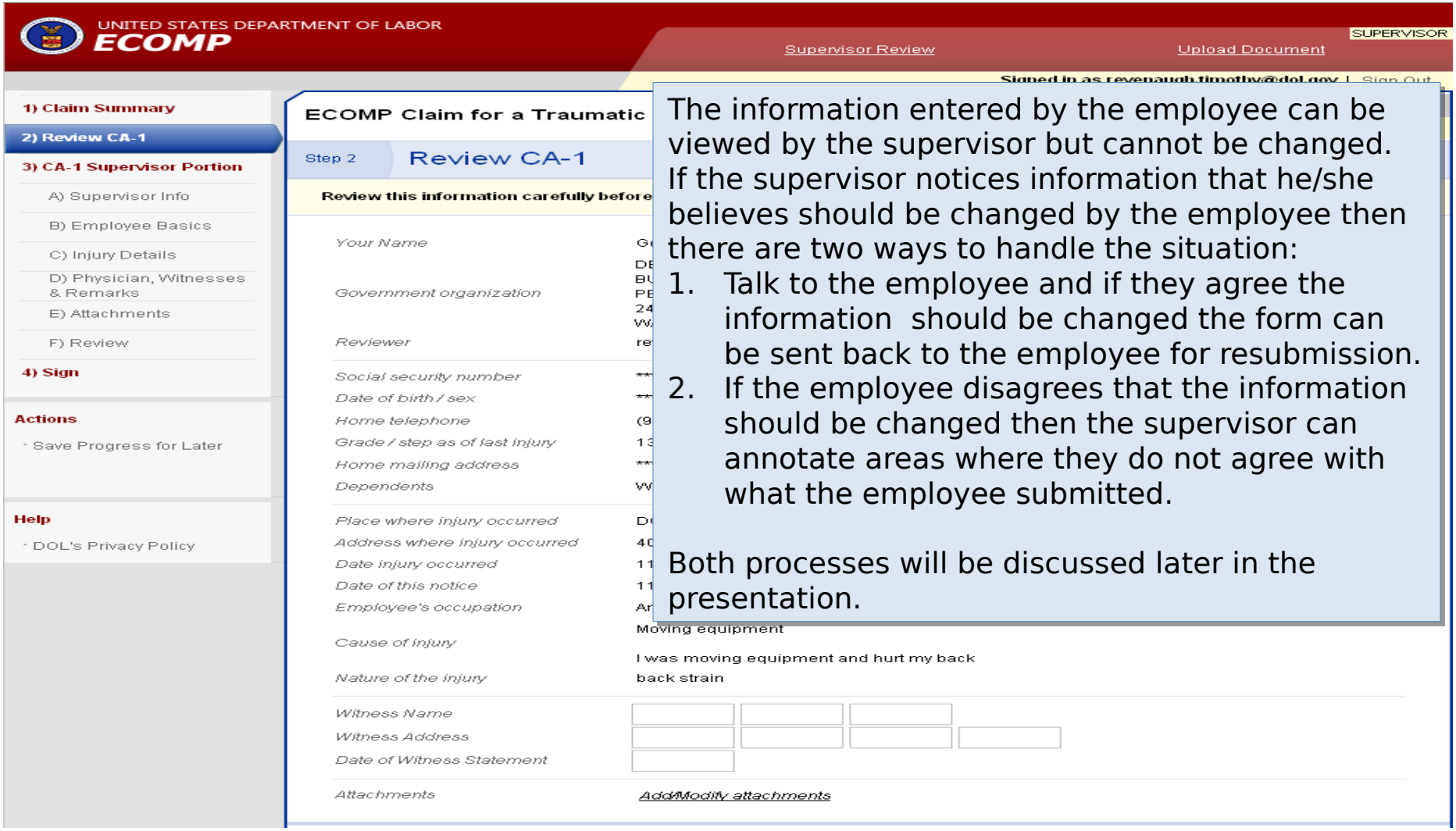
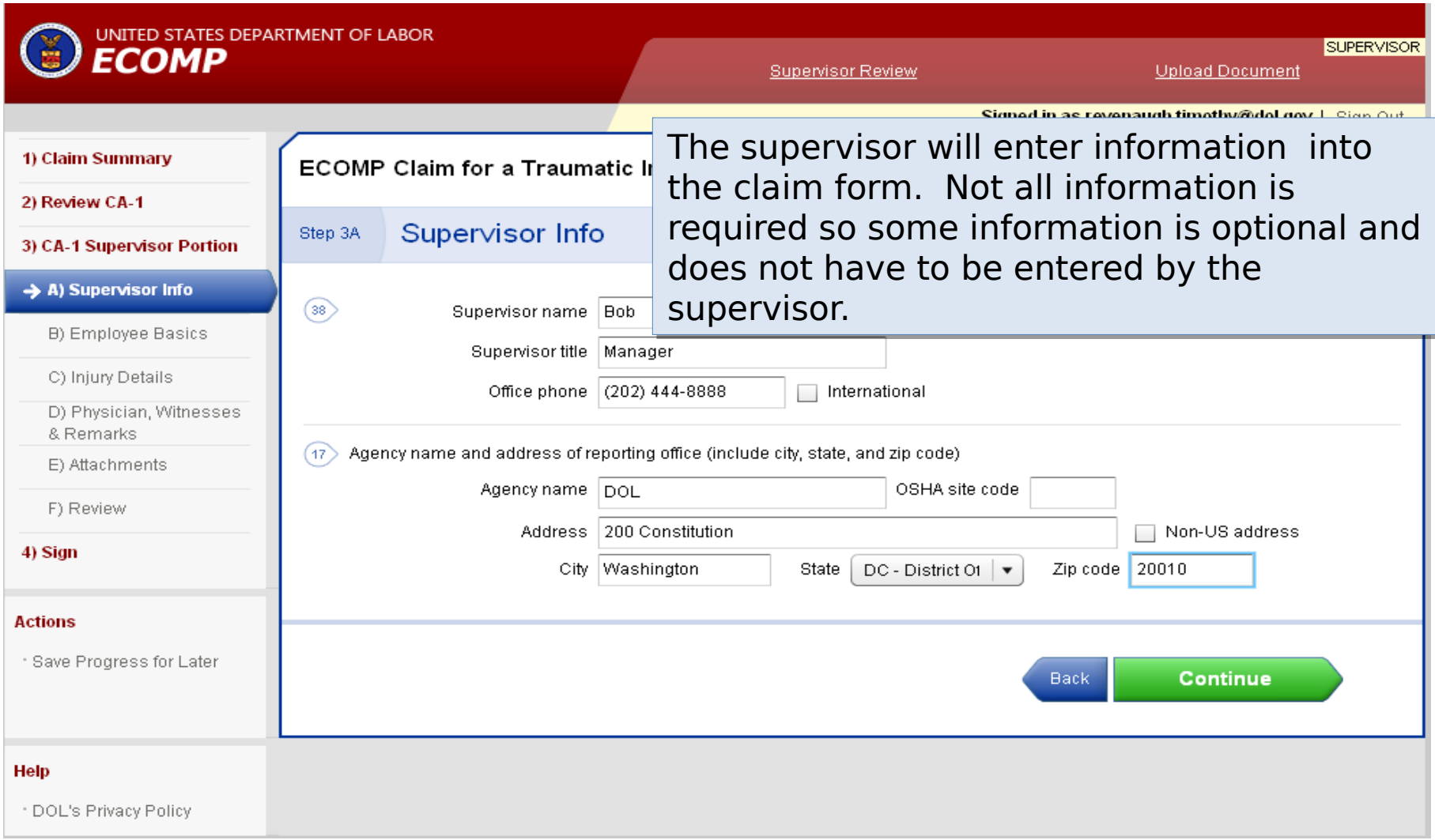


The information entered by the employee can be viewed by the supervisor but cannot be changed. If the supervisor notices information that he/she believes should be changed by the employee then there are two ways to handle the situation:

1. Talk to the employee and if they agree the information should be changed the form can be sent back to the employee for resubmission.
2. If the employee disagrees that the information should be changed then the supervisor can annotate areas where they do not agree with what the employee submitted.

Both processes will be discussed later in the presentation.

Filing a CA-1 or CA-2: Supervisor Portion

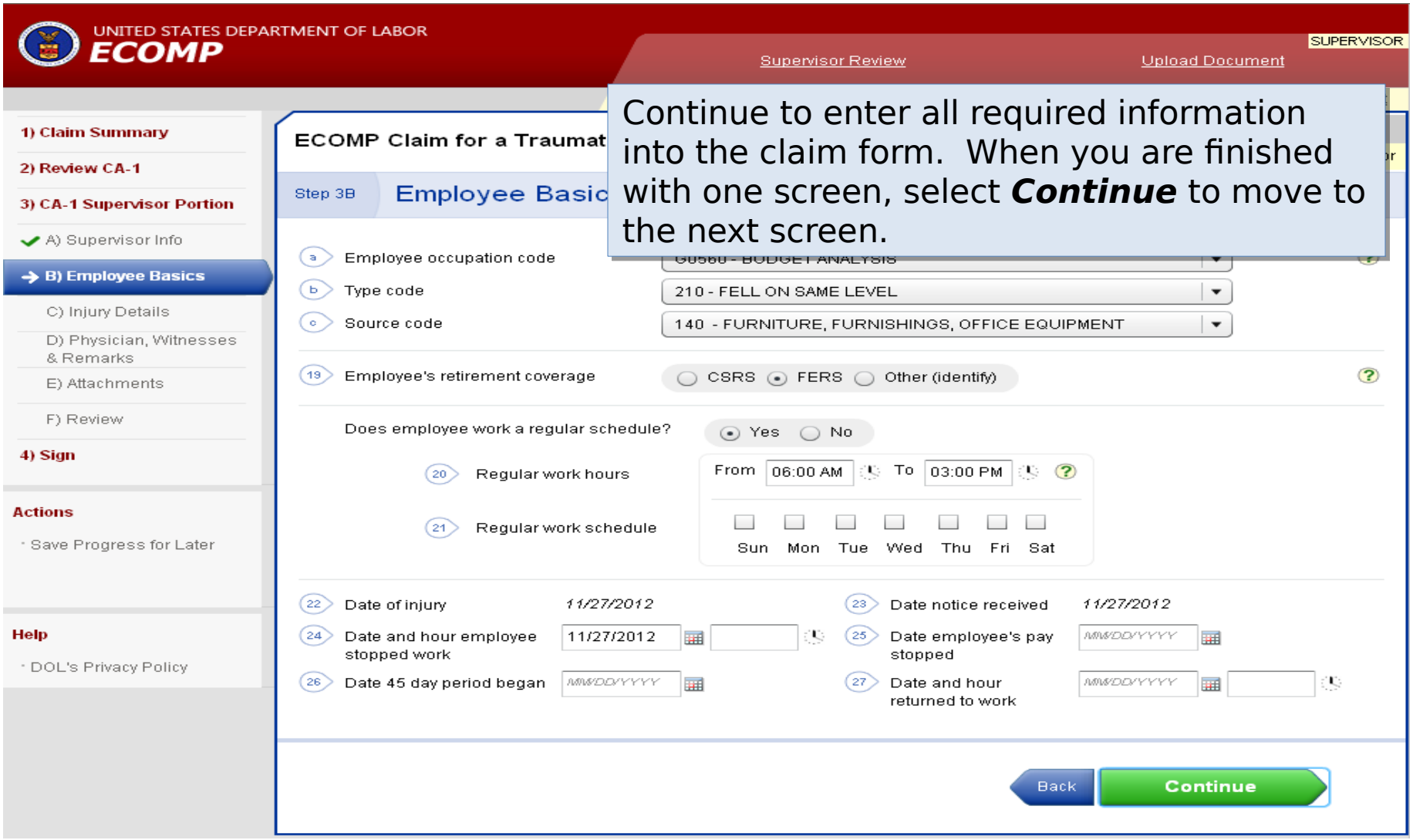


The supervisor will enter information into the claim form. Not all information is required so some information is optional and does not have to be entered by the supervisor.

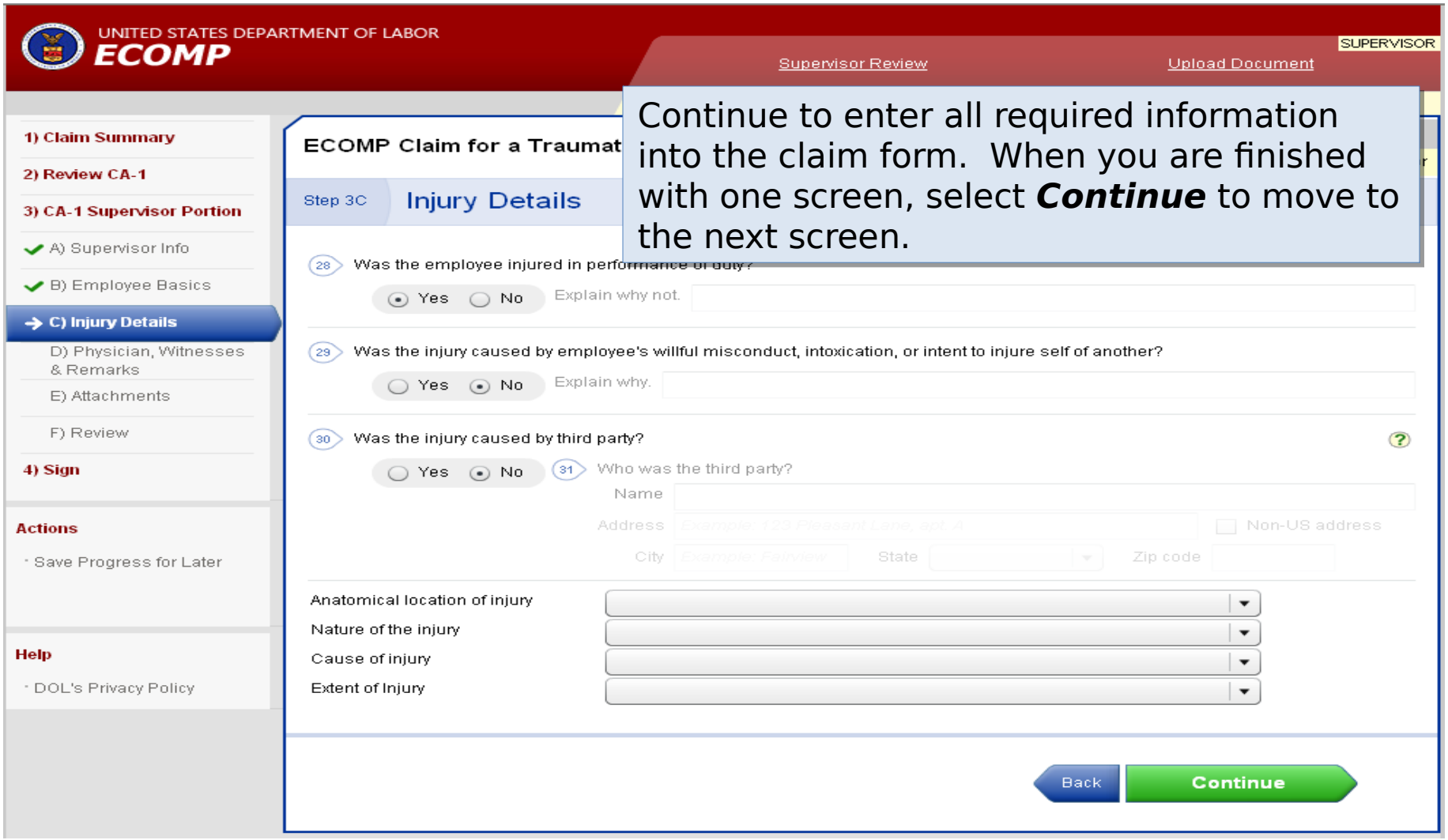
Filing a CA-1 or CA-2: Supervisor Portion

- Optional information for the CA-1 form:
  - OSHA Site Code - Medical care first received date
  - Date and Time employee stopped work - Pay Rate
  - Date employee pay stopped - Remarks
  - Date 45 day period began
  - Date and hour returned to work
  - Third party address
  - Anatomical location
  - Nature of Injury
  - Cause of Injury
  - Extent of Injury
  - Physician name
  - Physician address

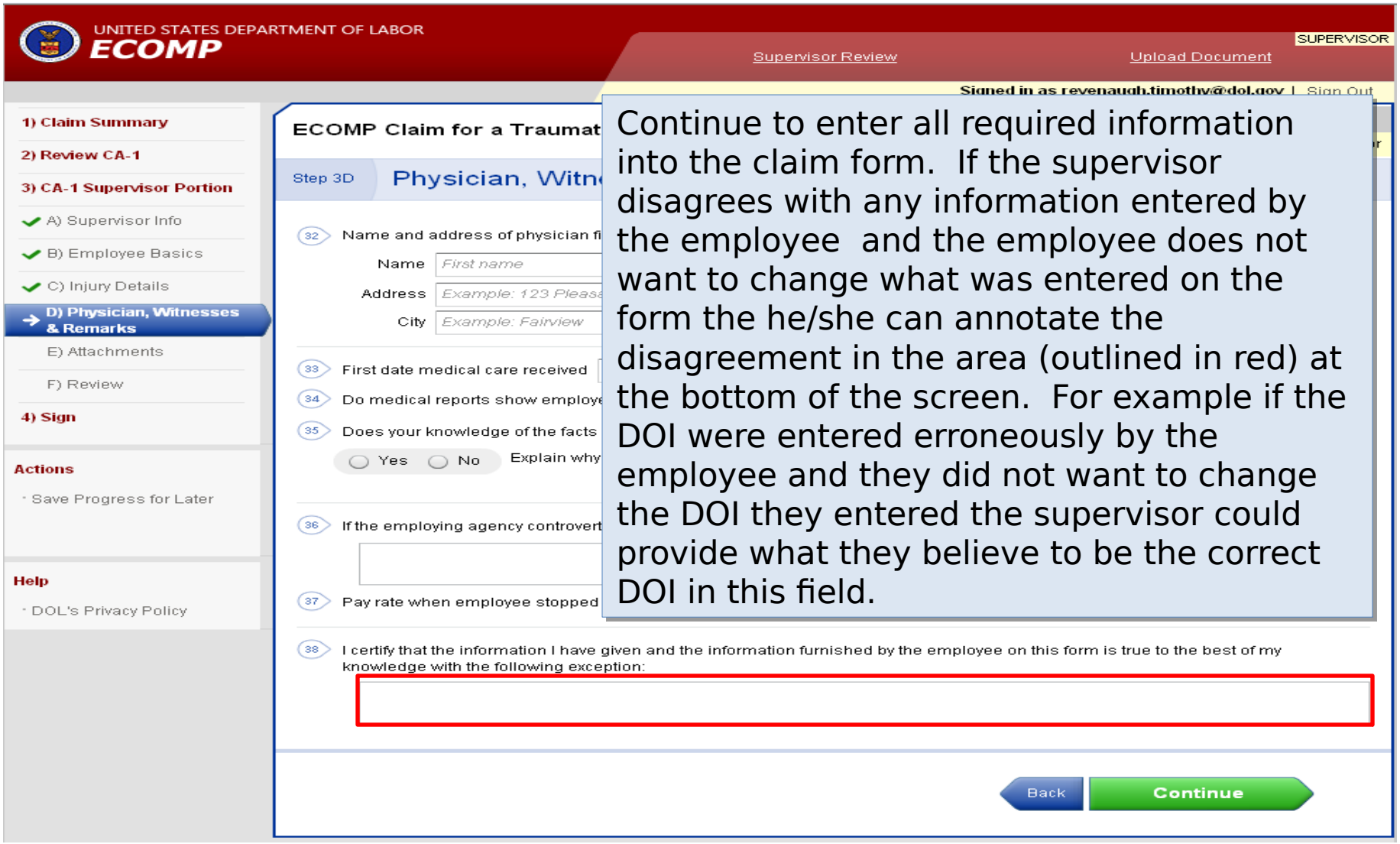
Filing a CA-1 or CA-2: Supervisor Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
SUPERVISOR
Supervisor Review
Upload Document
Continue to enter all required information into the claim form. When you are finished with one screen, select Continue to move to the next screen.
1) Claim Summary
2) Review CA-1
3) CA-1 Supervisor Portion
A) Supervisor Info
B) Employee Basics
C) Injury Details
D) Physician, Witnesses & Remarks
E) Attachments
F) Review
4) Sign
Actions
Save Progress for Later
Help
DOL's Privacy Policy
ECOMP Claim for a Traumat
Step 3B
Employee Basic
a Employee occupation code
b Type code
210 - FELL ON SAME LEVEL
c Source code
140 - FURNITURE, FURNISHINGS, OFFICE EQUIPMENT
19 Employee's retirement coverage
CSRS FERS Other (identify)
Does employee work a regular schedule?
Yes No
20 Regular work hours
From 06:00 AM To 03:00 PM
21 Regular work schedule
Sun Mon Tue Wed Thu Fri Sat
22 Date of injury 11/27/2012
23 Date notice received 11/27/2012
24 Date and hour employee stopped work 11/27/2012
25 Date employee's pay stopped MM/DD/YYYY
26 Date 45 day period began MM/DD/YYYY
27 Date and hour returned to work MM/DD/YYYY
Back
Continue

Filing a CA-1 or CA-2: Supervisor Portion

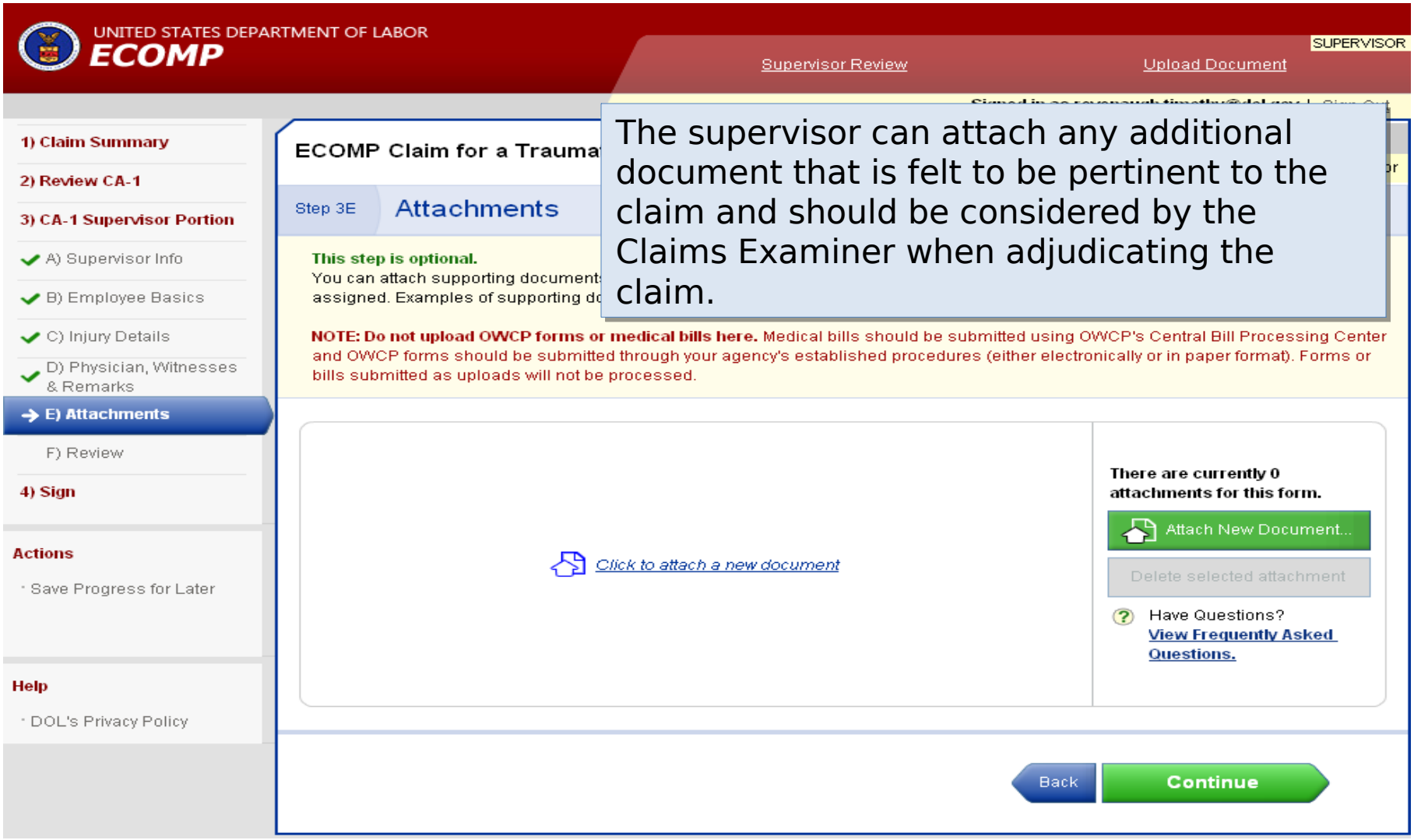


Filing a CA-1 or CA-2: Supervisor Portion



Continue to enter all required information into the claim form. If the supervisor disagrees with any information entered by the employee and the employee does not want to change what was entered on the form the he/she can annotate the disagreement in the area (outlined in red) at the bottom of the screen. For example if the DOI were entered erroneously by the employee and they did not want to change the DOI they entered the supervisor could provide what they believe to be the correct DOI in this field.

Filing a CA-1 or CA-2: Supervisor Portion


UNITED STATES DEPARTMENT OF LABOR
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SUPERVISOR
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1) Claim Summary
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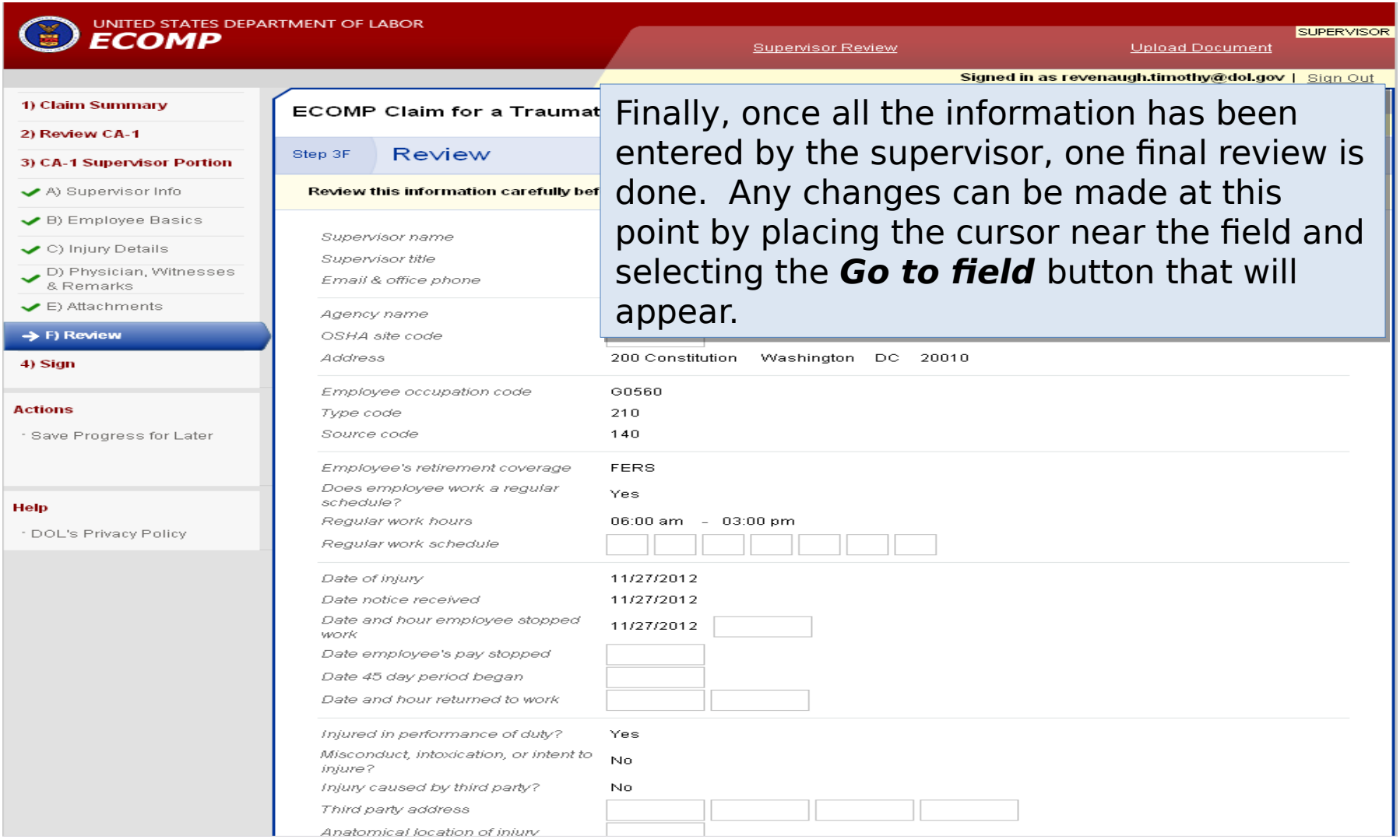
F) Review
4) Sign
Actions
Save Progress for Later
Help
DOL's Privacy Policy
ECOMP Claim for a Traum
Step 3E
Attachments
This step is optional.
You can attach supporting document
assigned. Examples of supporting d
NOTE: Do not upload OWCP forms or medical bills here. Medical bills should be submitted using OWCP's Central Bill Processing Center and OWCP forms should be submitted through your agency's established procedures (either electronically or in paper format). Forms or bills submitted as uploads will not be processed.
Click to attach a new document
There are currently 0 attachments for this form.
Attach New Document...
Delete selected attachment
Have Questions?
View Frequently Asked Questions.
Back
Continue

The supervisor can attach any additional document that is felt to be pertinent to the claim and should be considered by the Claims Examiner when adjudicating the claim.

Filing a CA-1 or CA-2: Supervisor Portion

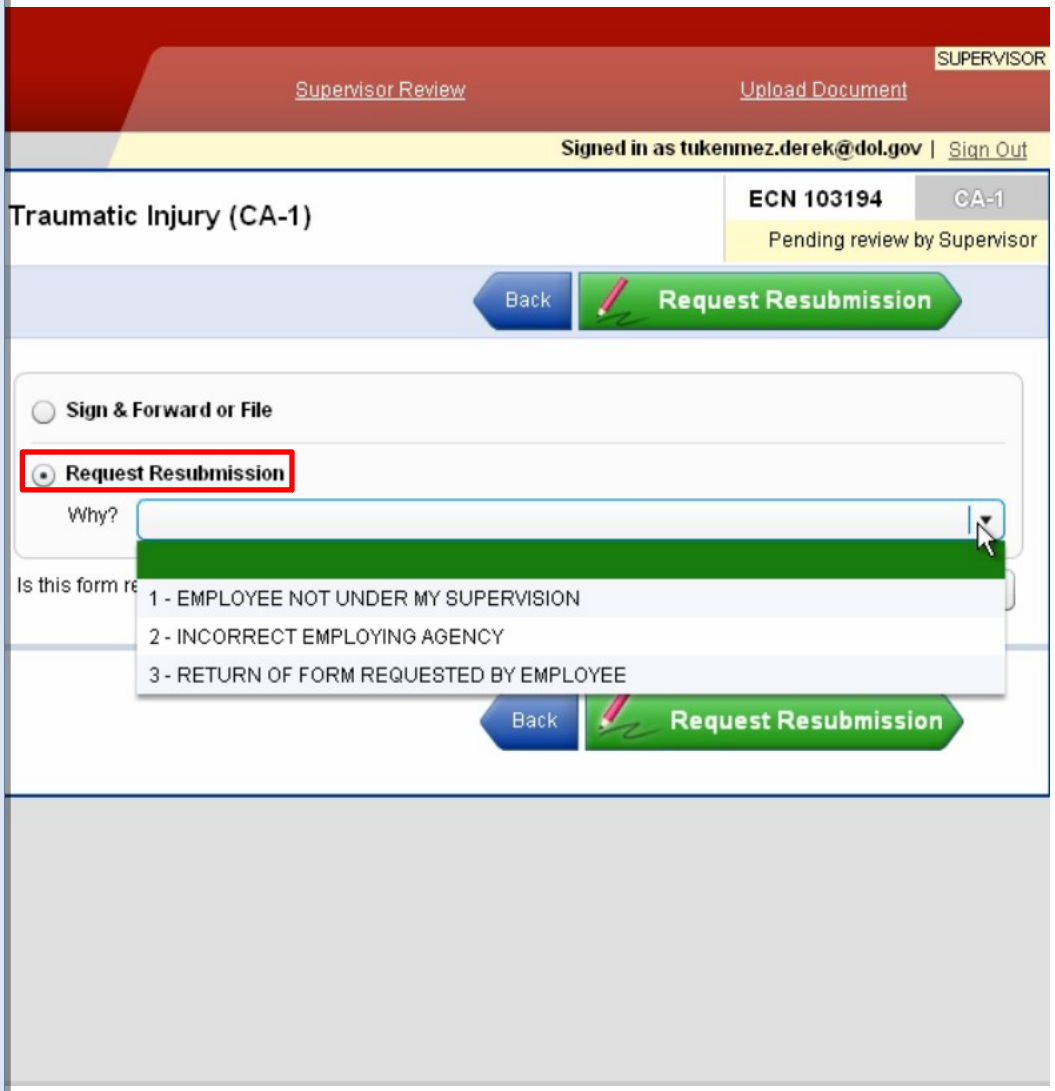


Finally, once all the information has been entered by the supervisor, one final review is done. Any changes can be made at this point by placing the cursor near the field and selecting the ***Go to field*** button that will appear.

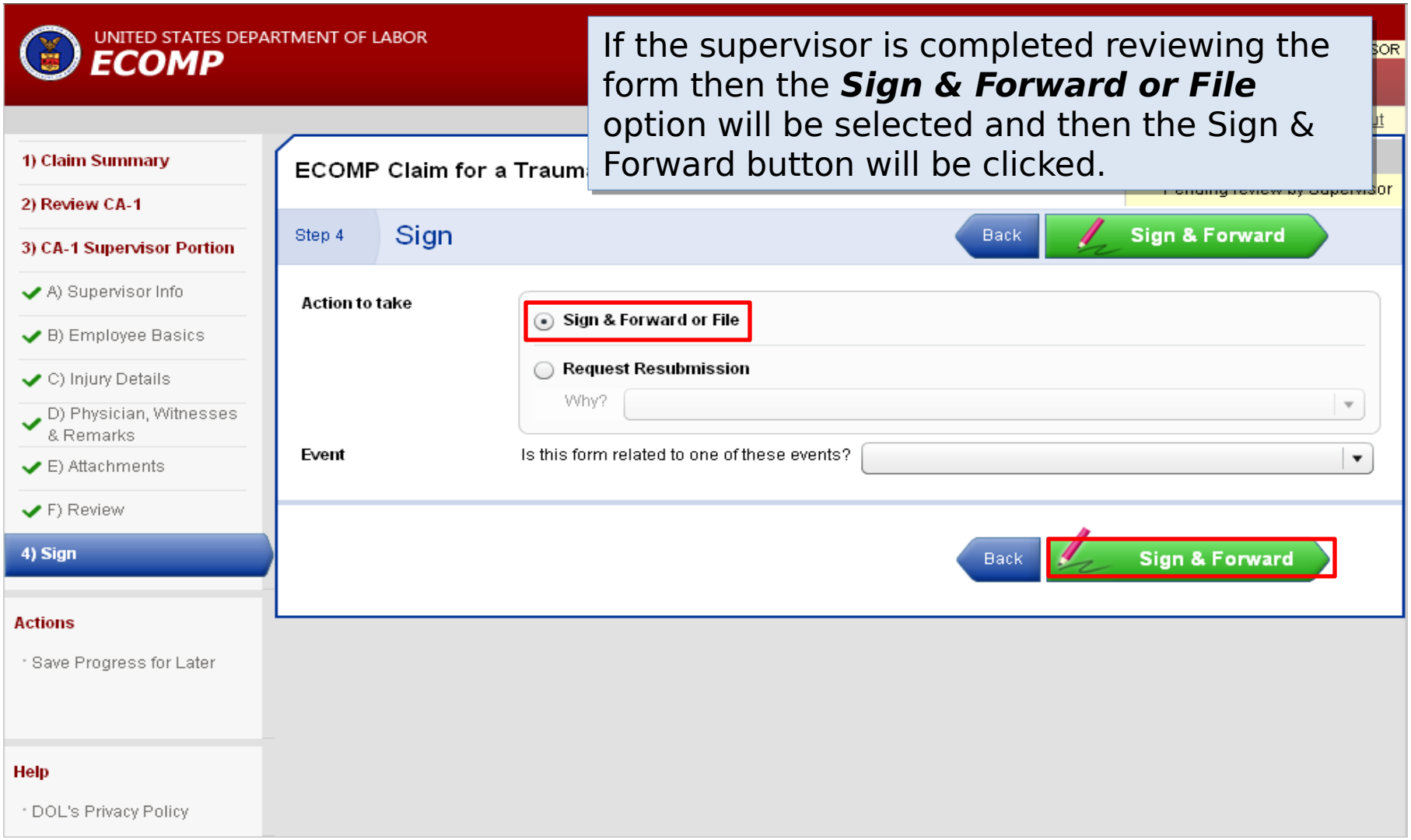
Filing a CA-1 or CA-2: Supervisor Portion

If the supervisor has discovered an entry by the employee is erroneous and the employee is willing to change the information entered into the form then the claim form can be sent back to the employee from this screen. The supervisor would select the ***Request Resubmission*** button and select **RETURN OF FORM REQUESTED BY EMPLOYEE** as the reason why. The form will be returned to the employee. They can then correct the erroneous information and resubmit the form to the supervisor.

The supervisor <u>cannot</u> refuse to process the form even if the employee does not



Filing a CA-1 or CA-2: Supervisor Portion



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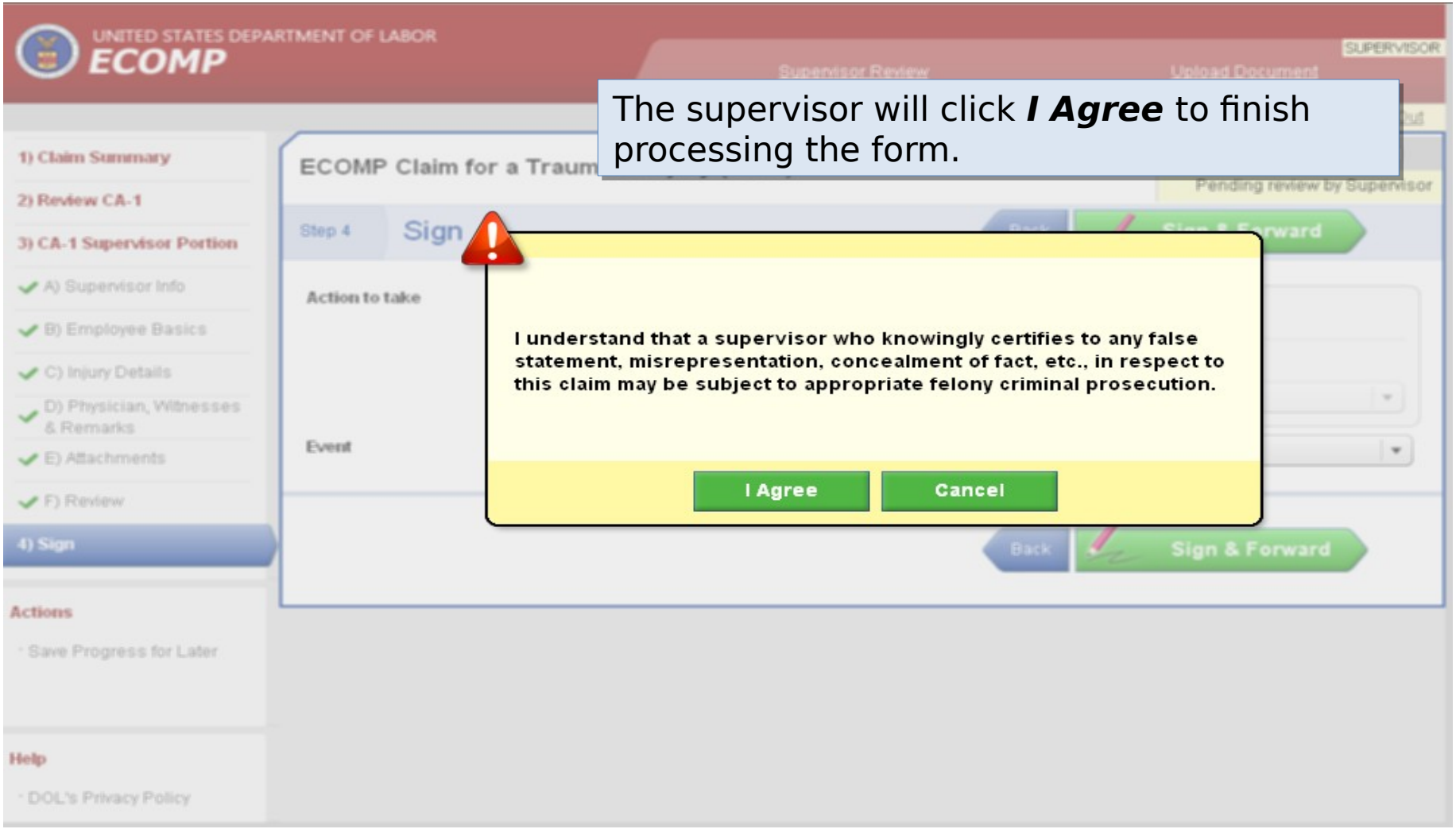
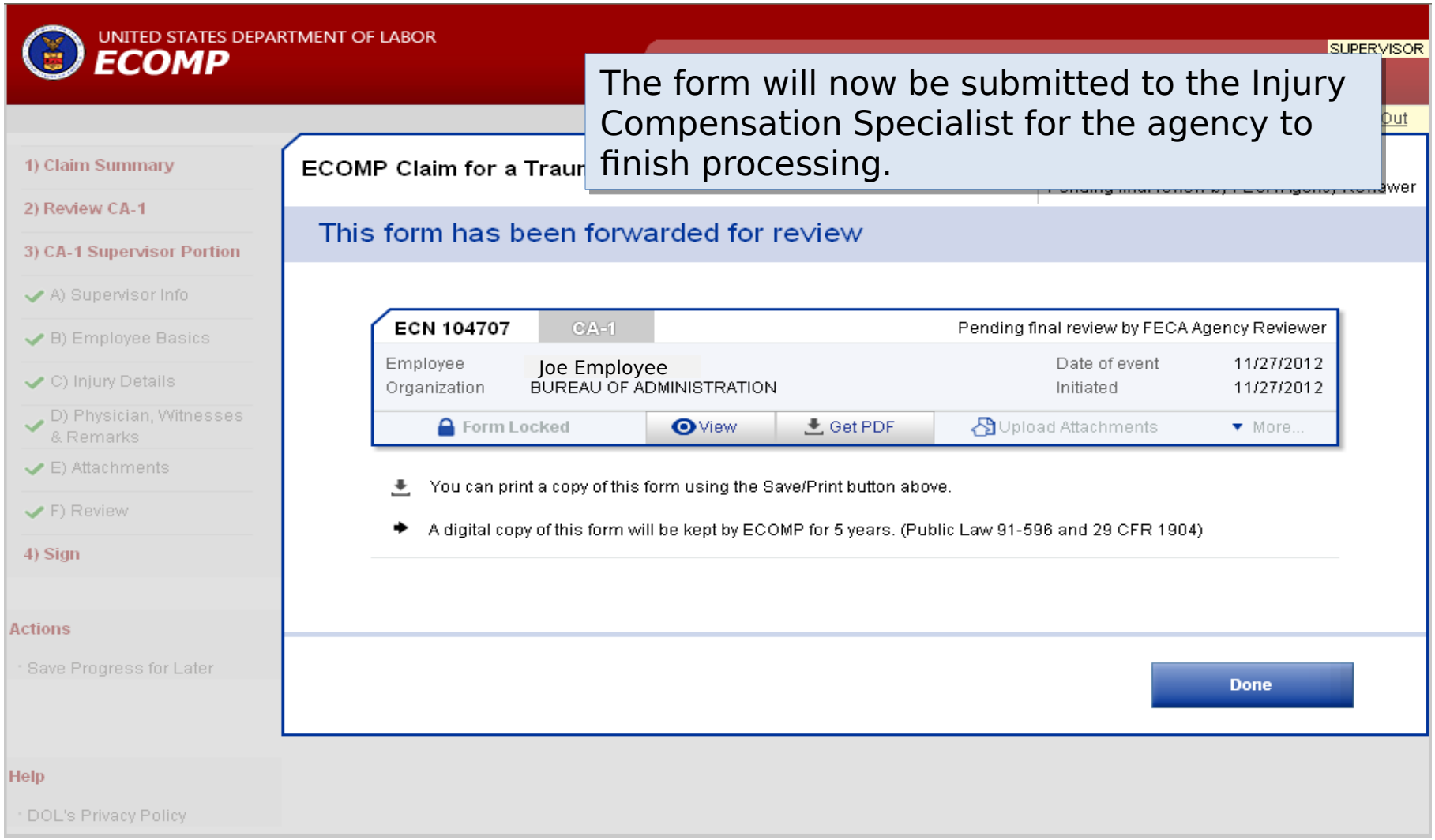


Filing a CA-1 or CA-2: Supervisor Portion



Additional Training

Employee & Claimants
- File a Form
- Access Existing Form
- Claim Status (CQS)

Track Status

Case Stakeholders
- Upload Document to an Existing Case
- Agency Query System (AQS)

Reviewers
- Agency Reviewers
- OSHA Record Keepers

Administration
- Agency Maintenance
- ECOMP/DFEC Administrator

Contact ECOMP

Help
- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured Worker
- Reviewing Forms as a Supervisor
- Uploading Documents to FECA Case Files
- Electronic Document

Have you been hurt on the job?

If you are a **Federal Employee** or a **Contractor** and have related injury or illness, use ECOMP to report the supervisor.

If you are a **Federal Employee** you may also file a claim the Federal Employees' Compensation Act (FECA). Dep agency, start by filing **OSHA's Form 301**, then file a claim **CA-1 (for traumatic injury)** or form **CA-2 (for occupati** you have received an official FECA case numbe, you may also file form **CA -7 (Claim for Compensation)**.

File For… | Sign In / Register

Track status of form or document

Enter ECN or DCN | Go!

…ent?

…s can use …ctive FECA …cal reports …. You will …r and other …ure.

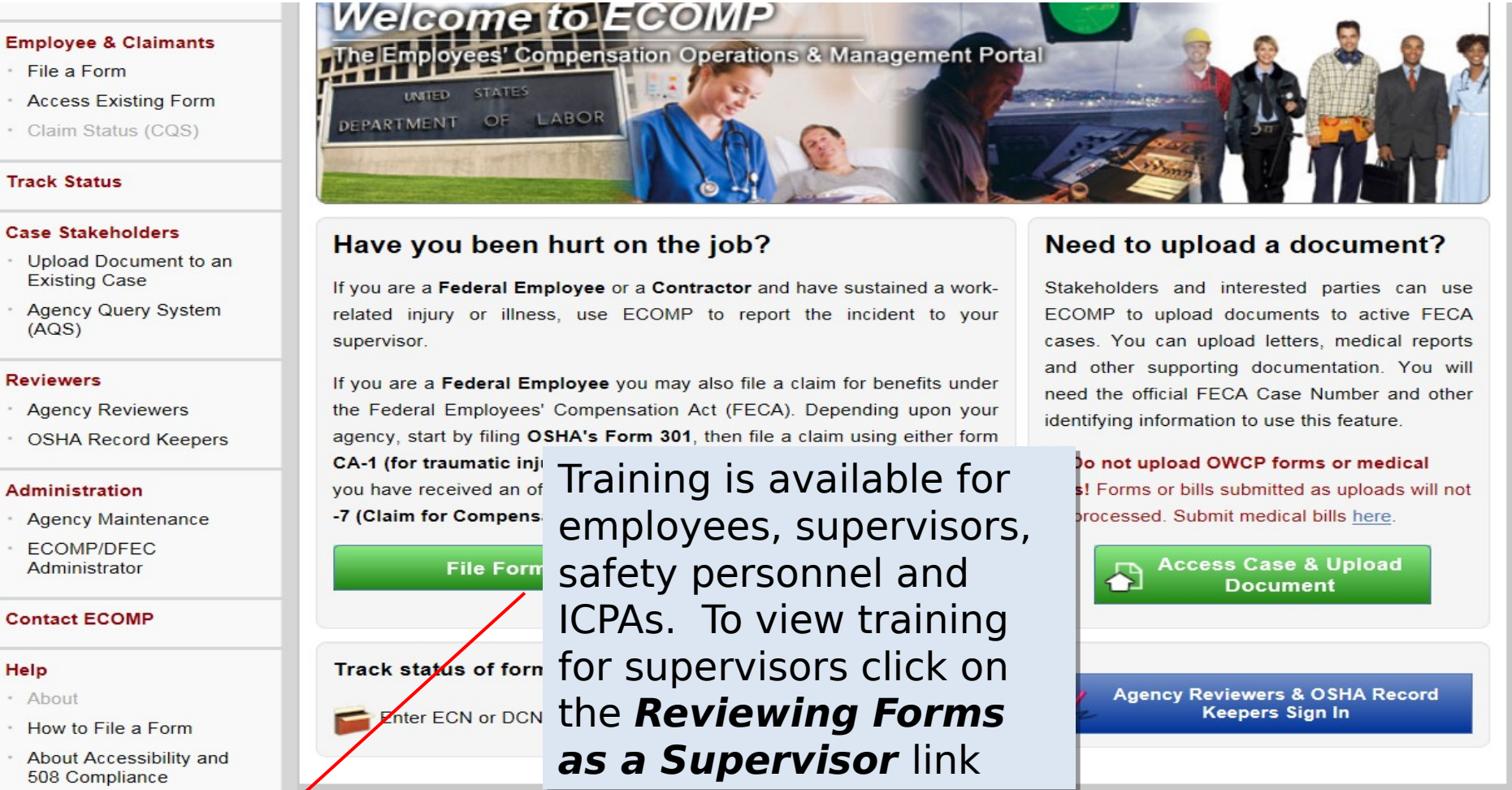
…edical **bills!** Forms or bills submitted as uploads will not be processed. Submit medical bills here.

Access Case & Upload Document

Agency Reviewers & OSHA Record Keepers Sign In

Additional training can be found on the ECOMP website at www.ecomp.dol.gov/ under the **Help** section.

Additional Training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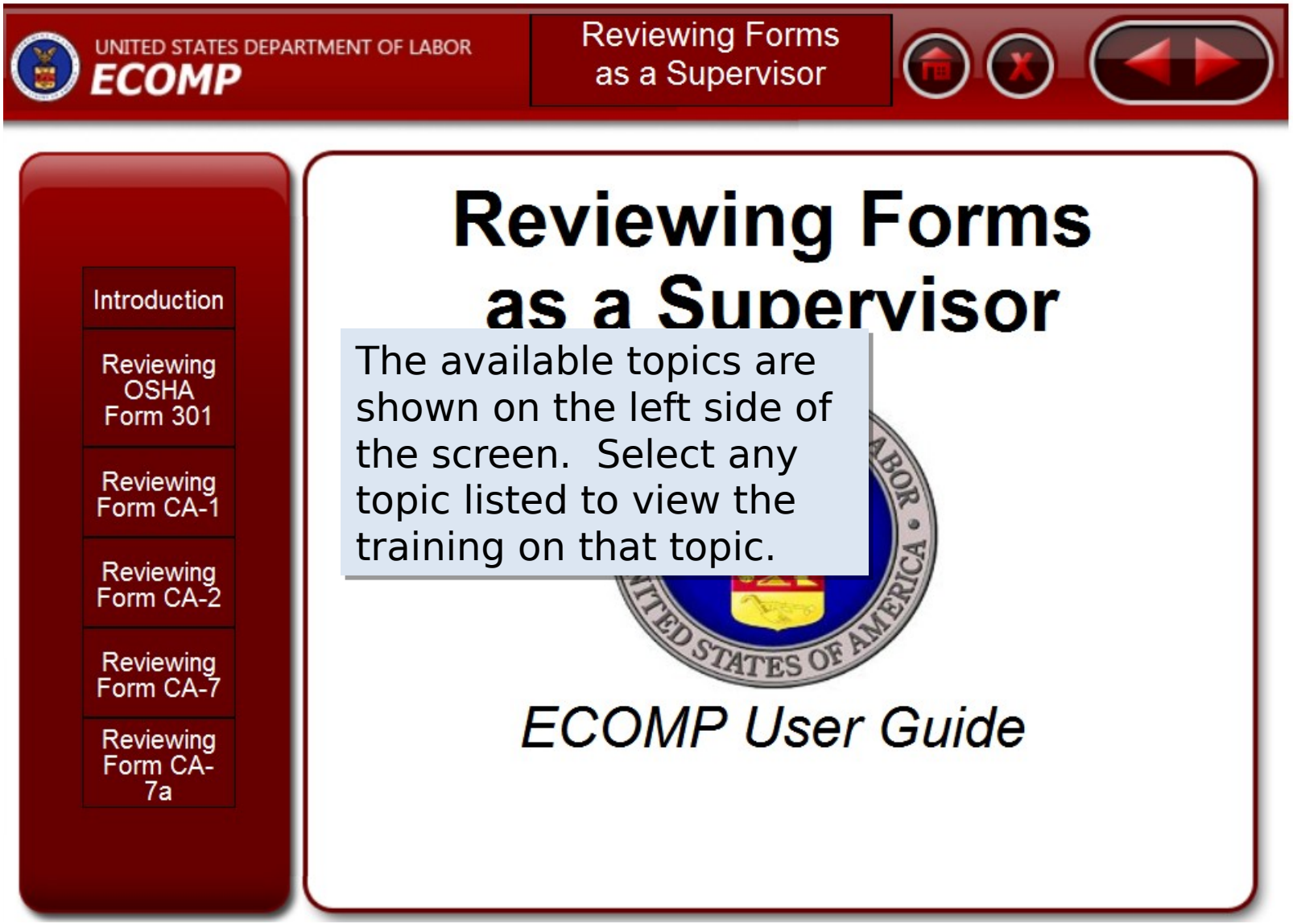
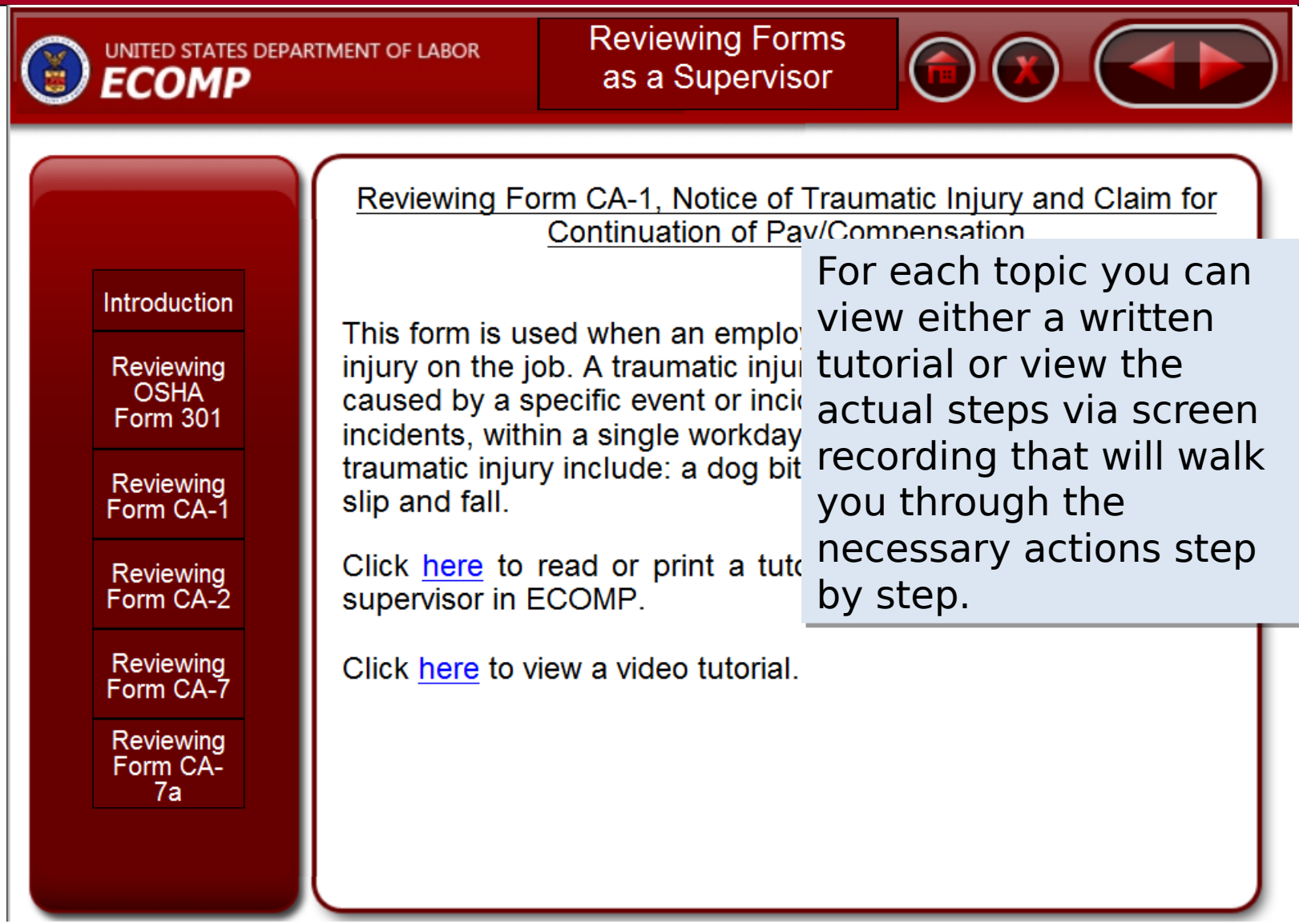
How to File a Form
About Accessibility and 508 Compliance
Filing Forms as an Injured Worker
Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Welcome to ECOMP
The Employees' Compensation Operations & Management Portal
UNITED STATES DEPARTMENT OF LABOR
Have you been hurt on the job?
If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.
If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form
CA-1 (for traumatic inj
you have received an of
-7 (Claim for Compens
File Form
Need to upload a document?
Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.
o not upload OWCP forms or medical
s! Forms or bills submitted as uploads will not
rocessed. Submit medical bills here.
Access Case & Upload Document
Track status of form
Enter ECN or DCN
Agency Reviewers & OSHA Record Keepers Sign In

Training is available for employees, supervisors, safety personnel and ICPAs. To view training for supervisors click on the ***Reviewing Forms as a Supervisor*** link

Additional Training


UNITED STATES DEPARTMENT OF LABOR
ECOMP
Reviewing Forms as a Supervisor
Introduction
Reviewing OSHA Form 301
Reviewing Form CA-1
Reviewing Form CA-2
Reviewing Form CA-7
Reviewing Form CA-7a
Reviewing Forms as a Supervisor
The available topics are shown on the left side of the screen. Select any topic listed to view the training on that topic.
ECOMP User Guide

Additional Training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ECOMP
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Introduction
Reviewing OSHA Form 301
Reviewing Form CA-1
Reviewing Form CA-2
Reviewing Form CA-7
Reviewing Form CA-7a
Reviewing Form CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
This form is used when an emplo
injury on the job. A traumatic inju
caused by a specific event or inci
incidents, within a single workday
traumatic injury include: a dog bit
slip and fall.
Click here to read or print a tut
supervisor in ECOMP.
Click here to view a video tutorial.
For each topic you can view either a written tutorial or view the actual steps via screen recording that will walk you through the necessary actions step by step.